

## Policies and Payment Agreement 2024-25

Student's Name: \_\_\_\_\_

By initialing the following statements, you confirm that you have read and agree to each:

### Fees and Tuition

#### Late Pick-up Policy

\_\_\_\_\_ Class dismissal is at 2:00 pm for the school day. A late pick-up fee of \$25 will be assessed if you or your designated care provider do not pick up your child on time. An additional charge of \$25 will be added for every 15 minutes you are late. Please be mindful of the staff's time and their family's needs.

#### WEE Center's Withdrawal Policy

\_\_\_\_\_ The first tuition payment is due on July 1, 2024. It will be applied to your last month's tuition, in most cases May 2024. A 30-day written notice is required for withdrawing a student once the school year has begun. If a child attends the WEE Center after February 28, 2025, payment is required for all tuition through May 2025. Withdrawals made in the best interest of the child will be reviewed by the Director and may be approved in special circumstances.

#### WEE Center's Payment Policy

\_\_\_\_\_ Tuition payments are due the first day of class each month. Payment may be made in person by check, cash, or through **Tuition Express**. Tuition Express participants will be charged on the first of the month. Payments received after the 10<sup>th</sup> will result in a \$25 late fee. All returned checks or accounts with insufficient funds are subject to a \$25 fee.



Registration	Paid	Annually
Returning Family	\$125	1 <sup>st</sup> Child
	\$100	2 <sup>nd</sup> Child
New Family	\$150	1 <sup>st</sup> Child
	\$125	2 <sup>nd</sup> Child

Days/week	Tuition 9 payments	Supply/Activity 1 payment
2 Days	\$315	\$175
3 Days	\$400	\$190
4 Days 2day & 2day	\$465 \$520 <small>(Under 3 in September)</small>	\$205
5 Days 3day & 2day	\$530 \$615 <small>(under 3 in September)</small>	\$215

## General Policies

\_\_\_\_\_ I, understand under enrolled classes may be combined or cancelled.

\_\_\_\_\_ I understand that the WEE Center is regulated through the Virginia Department of Education as a Religiously Exempt Child Day Center.

## Privacy

### Photography/Video/Social Media

\_\_\_\_\_ I agree to respect the privacy of other families and refrain from posting pictures or videos of any WEE Center students, taken during WEE Center hours and events, to any social media outlets. I am aware that all photos taken by WEE Center Staff are for use by the WEE Center Only and will not be released to any third party.

## Health and Wellness

### Illness

\_\_\_\_\_ I agree to keep my child home from school within 24 hours of displaying symptoms including: fever, vomiting or diarrhea.

I will inform the WEE Center within 24 hours if my child or any member of my household has developed any communicable disease such as strep throat, chicken pox, head lice, pink eye, Covid 19. A complete list is in the Parent Handbook.

\_\_\_\_\_ I understand that my child needs to be current with childhood immunizations to attend the WE Center.

### Emergency Medical Treatment

\_\_\_\_\_ I authorize the Parkwood WEE Center Staff to provide or arrange for the provision of first aid or emergency treatment to my child in the event of any accident, injury or illness and give permission for additional medical attention should the need arise. It is understood that this authorization is given in advance of any specific diagnosis or treatment and is given to provide authority and power to render care.

Efforts shall be made to contact the undersigned prior to rendering treatment, but treatment will not be withheld if the undersigned cannot be reached.

\_\_\_\_\_ In consideration of my child's participation in the Parkwood WEE Center, I release, to the fullest extent allowable by law, Parkwood WEE Center, its employees, and volunteers from liability for any accident or injury to my child so long as such injury is not the result of the gross negligence or willful actions/omissions of releases.

<b>Signature:</b>	<b>Printed Name:</b>	<b>Date:</b>
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This agreement form is also located in the Parent Handbook