



## 2023-2024 Contract

This contract is between Herndon United Methodist Church Preschool and \_\_\_\_\_ (parent's name). **Please read, sign, and return it with your advance tuition by May 1, 2023.** I grant permission for my child \_\_\_\_\_ (child's name) to participate in all activities at HUMC Preschool. I understand that by signing below I acknowledge that I have read and agree to abide by the policies described in the HUMC Preschool Parent Handbook. These include but are not limited to:

1. **Tuition:** The annual tuition is divided into nine equal installments. The first installment, which is an advance payment, is due May 1, 2023, to hold your child's place in the program. **This payment will be applied as the final tuition payment due for your child for 2023-24 school year.** The remaining eight installments for tuition are due and payable on the first of each month beginning September 1, 2023, with the last installment due April 1, 2024.
2. A **one-time supply fee** is due with your September tuition payment. Supply fees are dependent on the number of days attended as follows: 2 days = \$55, 3 days = \$65, 4 days = \$70, 5 days = \$75.
3. The **Withdrawals, Refunds, and Extended Leave** policy as stated in the HUMC Handbook.
4. All children must be potty trained. (Parents of 2-year-olds, see #10 below)
5. Any child with a food allergy that necessitates having emergency epinephrine must bring his or her own snack to school and complete the Medication Authorization Form.
6. When to Keep Your Child Home guidelines in the Parent Handbook.
7. **All children must have a complete 2023-24 Application, Registration Form (completed online), School Entrance Health Form with vaccination record, provide proof of identity, and have a signed 2023-24 Contract to begin school.** Additionally, if your child requires medication to be kept at school, they must also have a Medication Authorization Form completed for **each** medication.
8. HUMC Preschool will obtain medical attention as deemed necessary while making every attempt to contact the parents.
9. Photographs are taken throughout the year during the school day and at special events. Occasionally, pictures may be used in classroom photo albums, slideshows, school promotional material, the school website, or our Facebook page. When using photos of your children, names will not be used to identify them. If you do not want your child's picture to be taken or used for any of these purposes, please contact the Preschool office.
10. Parents of children enrolled in the 2-year-old class agree to the policies outlined in the "Two-Year-Old Addendum" supplement to the Handbook.

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Signature

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Printed Name

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Date