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**2019-2020 Preschool Terms and Conditions**

**AVAILABLITY OF ALL PROGRAMS IS DEPENDENT UPON MINIMUM ENROLLMENT**

**Early Registration**

Submit registration form along with May 2020 tuition and building fund fee (if applicable) by Friday March 8, 2019 and the $100.00 registration fee will be waived. After March 8 registration will be open to new families, the community at large and the registration fee will apply.

Non-refundable registration fee, building fund fee and one month’s tuition must accompany Parent/Guardian *signed* registration form. Placement will be on a first come, first served basis after March 8, 2019.

**Payment & Fees**

We offer a 5% sibling discount applied to the lower sibling’s tuition.

Monthly tuition payments are due on the first of each month beginning Sept 1, 2019 and continue through April 1, 2020.

**Late Fees:** NVHC Preschool reserves the right to charge a late fee of $10.00 each time tuition payments are received after the tenth of the month. If an account remains delinquent after a period of 30 days, NVHC Preschool reserves the right to suspend the child’s attendance until the account is brought up to date, whether or not the parents have received written notice of the delinquency of the account. Parents continue to be liable for tuition payments during the period their child is refused admittance because of non-payment**.**

Checks should be made payable to NVHC Preschool, 1441 Wiehle Avenue, Reston, VA 20190.

**Returned Check Fees:** Checks returned by the bank for any reason will be assessed a fee of $25.00 plus any and all bank charges assessed to NVHC Preschool for the returned check.

**Late Pickup Fee:** Children must be picked up from NVHC Preschool no later than 1:05 p.m. After 1:05 p.m., a late fee of $5.00 will be charged. An additional $15.00 will be charged for each additional 15 minutes that a parent is late.

**Age Policy**

In order to coincide with Fairfax County Kindergarten admission policy, children need to be of age by September 30th.

**Termination**

Parents agree that NVHC Preschool may, at its sole discretion, unilaterally terminate this contract if, after at least six weeks, a child fails to adjust to school. Under such circumstances, the teacher, after consultation with the parents and the Director of Early Childhood Education, may request that the child be withdrawn. If a child is withdrawn and the contract is terminated, parents will not be responsible for remaining tuition. All prepaid tuition will be refunded less any tuition and fees still owed.

**Suspensions and Expulsions**

NVHC Preschool reserves the right to suspend or expel any child, for any good cause including, but not limited to, persistently disruptive behavior or any act which threatens the health or safety of another person.

a.) If a child is suspended, parents will still be liable for remaining tuition.

b.) If a child is expelled and the contract terminated, all prepaid tuition will be refunded less any tuition and fees still owed. Parents will be released from responsibility for remaining tuition.

**Release from Contract**

If a student moves outside a 20-mile radius of NVHC Preschool and written notification of the student’s withdrawal is submitted to NVHC Preschool 30 days prior to the date of withdrawal, the parents will not be responsible for remaining tuition.

If the child is withdrawn by the parents for any other reason, parents will still be responsible for the remainder of the school year tuition unless NVHC Preschool fills the opening created by the child’s withdrawal.

**Mandatory Forms**

* Commonwealth of Virginia School Entrance Health Form: Parents agree to submit this certificate signed by a licensed physician prior to the child’s entrance into school each year.
* Proof of Identity and Age: Parents agree to submit either a certified copy of their child’s birth certificate, notification of birth (hospital, physician, or midwife record), birth registration card, or passport as proof of identity and age prior to the child’s entrance into school.
* The parents understand that their child will not be admitted unless a completed health form, proof of identity and age and all other required forms as stated in the Handbook are on file.

This contract is binding in its entirety and may not be altered in any way.

This contract shall be accepted only if signed by both parents (and legal guardians). Exceptions to this requirement may be made upon request if NVHC Preschool deems the reason sufficient.