



2024-2025 Parent/Tuition Agreement

This is a contract between Gateway Village Children's Center (GVCC) and the parents/guardians of the child listed above. The purpose of this contract is to define certain obligations to ensure a successful year for your child and avoid misunderstandings between the school and the family.

1. **REGISTRATION FEE:** A registration fee of \$150.00 is charged as part of this enrollment; the fee is NOT a deposit and is NOT refundable under any circumstances.
2. **TUITION PAYMENTS:** Tuition is established as a fixed dollar amount for the entire school term. Tuition is due and payable in 10 equal installments as listed in the chart below. I understand that each payment must be received by GVCC by the 1st business day of each month. A \$10.00 late fee will be assessed each day until the amount due is paid in full.

Payment Description	Payment Due Date
Tuition Installment Payment #1	June 1, 2024. If you register after June 1, 2024 the tuition deposit is due within 5 calendar days of registration date or the child's first day of attendance (whichever comes first).
Tuition Installment Payment #2	September 1, 2024
Tuition Installment Payment #3	October 1, 2024
Tuition Installment Payment #4	November 1, 2024
Tuition Installment Payment #5	December 1, 2024
Tuition Installment Payment #6	January 1, 2025
Tuition Installment Payment #7	February 1, 2025
Tuition Installment Payment #8	March 1, 2025
Tuition Installment Payment #9	April 1, 2025
Tuition Installment Payment #10	May 1, 2025

3. **FIRST TUITION PAYMENT:** The first tuition payment is required to confirm and hold my child(ren)'s selected class placement and schedule. I understand that the first payment is due before the start of the term on June 1, 2024 and that, once paid, the first tuition payment is NOT refundable under any circumstances, even if my plans change and my child(ren) do not attend GVCC. If the first tuition payment is NOT paid in full by June 1, 2024, my child's registration and enrollment will be CANCELED. If my enrollment is canceled, and space is available, I will be required to re-register my child(ren) and pay another \$150 registration fee.
4. **UNPAID TUITION:** If my monthly tuition is UNPAID by the 10th of the month, my child(ren) will be UNENROLLED from the school. GVCC will make every effort to communicate with parents regarding missed payments; however, I understand that I am responsible for making payments ON TIME whether I am contacted by GVCC or not.
5. **SCHEDULE DECREASES:** GVCC will charge a \$150 fee if I reduce my child's schedule after 3 days of my registration. For example, if I enroll my child in 5 days a week and reduce it to 3 days a week schedule.
6. **EARLY WITHDRAWAL:** If I decide to withdraw my child from GVCC at any time before the end of the term (May 23, 2025), I agree to provide notice at least 30 days prior to my child's last day of attendance, I will email school director notification of the early withdrawal and the date of my child's last day of attendance. I further understand that I must still pay the applicable tuition during the 30-day notice period. There will be no partial or pro-rated refunds issued for withdrawals. No student or account information will be released until all fees are paid and the account is in good standing.
7. **TUITION REFUNDS:** The school term is September 5, 2024 to May 23, 2025 and follows the Loudoun County Public School system calendar for all school holidays, breaks and closures. GVCC will not issue refunds for absences or inclement weather days. GVCC will not issue refunds or prorate tuition for partial months attended. For extended absences (30 continuous days or more), I understand that I will not be able to "hold" my child(ren)'s place in the program **unless I continue paying tuition** throughout the extended absence. If I decide to give up my child(ren)'s place in the program due to an extended absence, I understand I will need to re-enroll and pay a new registration fee of \$150.00 per child. I understand that there may not be a spot open for my child(ren) at that time.
8. **HEALTH REGULATIONS:** The Commonwealth of Virginia and Loudoun County require that each new and returning student submit a current Commonwealth of Virginia School Entrance Health Form before admission to GVCC. The form must include an up-to-date inoculation record, and relevant personal health information for your child, including allergies, special health considerations, etc. It must be signed by a health professional. Children must be fully toilet-trained to attend any of the GVCC's programs.

9. **REQUIRED FORMS:** An updated **VA School Health Form** (including immunization information) must be submitted annually before your child's first day of school. Also, if your child has an allergy and/or medication that will need to be administered by GVCC staff, a **Medical Authorization Form and Emergency Care Plan Form and must be completed and returned to GVCC before school begins.** You must also present your child's birth certificate before the first day of school. Parents are responsible for updating these forms when changes occur.
10. **STUDENT HEALTH:** Children should be sent to school ready to participate in the daily activities. These include a good night's sleep and proper breakfast. Children should be kept home if ill, which includes fever, vomiting, or diarrhea in the last 24 hours.
11. **ACCIDENTS/ILLNESS/INSURANCE:** The school strives to maintain a healthy, safe environment for children. We will not admit a child who is ill to the classroom. If a child becomes ill during the school day, we will notify parents. Parents should pick up the child, or make arrangements for someone on the child's Transportation Authorization list to pick up the ill child as soon as possible. Your signature on this form authorizes GVCC to obtain immediate medical care if a medical emergency occurs and the parents cannot be contacted immediately. Such care may be from a physician or hospital other than the family's physician if there is insufficient time to contact the family's physician.

Individual staff members, GVCC, and/or Gateway Community Church will not be held responsible for the consequences of an accident or illness at school, whether inside the school or on school grounds. The parent is responsible for the payment of medical expenses.

12. **ARRIVAL AND DISMISSAL:** GVCC uses a car line for all student drop-off and pick-up. A late fee of \$1.00 per minute will be assessed for any drop-offs after 9:15 AM or any pick-ups after 1:15 PM unless previous arrangements have been made with the school director.
13. **FUTURE ENROLLMENT:** Enrollment for the current year does not imply automatic enrollment in a class for the next school year. Registration priority is approved by the Gateway Village Board and will be made available prior to the beginning of registration for the next year.
14. **DISPUTE RESOLUTION:** Occasionally, problems arise which cannot be easily resolved. Should such a situation occur, parents should notify the director who will attempt to reach a solution. If necessary, the Gateway Village Board may be asked to address the situation.
15. **PHOTOGRAPHY/VIDEO:** I authorize GVCC, its assigns and transferees to use and publish pictures and/or videos for promotional purposes and any lawful purposes such as publicity, advertising, and web content.
16. **GVCC RESERVES THE RIGHT TO:**
 - Request the withdrawal of a child who is having trouble adjusting to school;
 - Suspend or dismiss a child for unmanageable behavior;
 - Suspend or dismiss a child with educational or medical needs for which the school is not equipped to manage
 - Discontinue services to a family not meeting financial obligations on a timely basis;
 - Discontinue service to a family if we believe we are unable to satisfy their expectations.
 - Report unpaid balances to credit bureau(s) if GVCC attempts to collect unpaid balances for a period of 15 days do not result in a fully paid account.

My submission of information to register my child AND my payment of the \$150 registration constitutes my agreement that I have read this Parent-School contract, understand the terms set forth therein, and will follow the policies contained within this document and the GVCC Parent Handbook. If GVCC becomes involved in a dispute with me regarding this agreement, I agree to submit such dispute, claim or controversy with GVCC to Christian Mediation under the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of Rules is available at www.peacemakers.net) to mediation and if unsuccessful, I agree to submit to legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation.



Tuition & Fees 2024/2025

Tuition is a **FIXED** amount for the full term (Sep 5, 2024 – May 31, 2024). Tuition is in ten equal installment payments on the following due dates:

June 1, 2024	January 1, 2025
September 1, 2024	February 1, 2025
October 1, 2024	March 1, 2025
November 1, 2024	April 1, 2025
December 1, 2024	May 1, 2025

3s Preschool: 9AM – 1 PM, Must be age 3 by September 30, 2024

- **Monday-Friday: \$6,450.00;** 10 installment payments of \$645
- **Monday/Tuesday/Wednesday: \$4,350;** 10 installment payments of \$435
- **Thursday/Friday: \$3,050;** 10 installment payments of \$305

4s Preschool: 9 AM – 1 PM, Must be age 4 by Sep 30, 2024

- **Monday – Friday: \$6,450.00;** 10 installment payments of \$645

Kindergarten: 9 AM – 2 PM, Must be age 5 by Sep 30, 2024

- **Monday – Friday: \$6,950.00;** 10 installment payments of \$695

After School Enrichment Program (Optional): 1 PM – 2 PM (Mon- Fri)

- 5 Days: Monday – Friday, \$255 per month
- 3 Days: Monday, Tuesday, Wednesday, \$155 per month
- 2 Days: Thursday & Friday, \$105 per month

CREDIT CARD PROCESSING FEE: All credit and debit card payments will incur a processing fee of \$0.75 + 3.5%.