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Preschool After-School Registration Agreement

School Year 2017-2018

1. A Registration Fee of \$250.00 is due at the time of registration. This fee will be refunded, in full, provided all monthly payments have been made on time and there are no outstanding debts at the conclusion of the 2017-2018 school year.
2. The teacher to student ratio is a maximum of 1:5.
3. Payments: Invoices will be sent by the 1st of the preceding month and due by the 15th. Example: September payments are due by the 15th of the preceding month (August 15). If payments are not made by the 28th of the preceding month (August 28), a 5% late fee will be assessed.
4. I understand that I am registering my child/children to attend specific days of the week and that I cannot change those days. I understand that there are **no refunds** for missed days due to changed work/vacation schedules; sick days; doctor appointments; other after-school activities (i.e., soccer, dance, etc.); or any other non-emergency reasons.
5. I understand that the child/children, as well as the parent or guardian, are required to read and sign the Behavior Guidelines for the after-school program.
6. I understand that my child/children must be picked up by the closing time of 3 pm or 6:00 pm. Parents will be assessed a late pick -up fee of \$1.00 for every minute past closing time. Late pick-up fees are due immediately and are paid directly to the staff member.
7. I understand that snow camp will be open 8am -4pm when Loudoun County schools are closed for inclement weather for an extra charge. Separate from after-school, Ballentine Farm offers Teacher Workday Camps as well as school holiday camps for an additional charge.
8. I understand that I must pick-up my child, within one hour of notification, if they have a fever of 100°, vomit, or have diarrhea. They may not return for a minimum of 24 hours.

signature of parent/guardian

date

My signature confirms that I agree with and will abide by the above Registration Agreement for School Year 2017-2018.

