



Sterling Christian Day School

Admission Agreement

This agreement is made by and between _____ (Hereinafter referred to as 'Parent(s)') and **STERLING CHRISTIAN DAY SCHOOL**.

PLEASE INITIAL EACH LINE

- _____ 1. Parent(s) hereby enroll (Child's Name) _____ D.O.B. _____/_____/_____ in Sterling Christian Day School. Both parties agree to comply with all school admission policies and procedures.
- _____ 2. **TUITION PAYMENT / PROVISIONS-** Parent(s)/Guardian(s) agree to pay the weekly tuition regardless of the child's attendance. There will be no makeup days/hours for holidays, sickness, or vacation credit. There will be no prorating of fees. Your total weekly tuition is _____ and is due every **FRIDAY** reflecting the following week's period of attendance. Tuition is considered late after the close of business on Friday, 6:30pm. A nonrefundable late fee of \$35 will then be assessed. Note: If tuition and/or any other outstanding charges are not paid within 48 hours following the due date, attendance at the school will be suspended until the outstanding balance is paid in full as well as the amount for the current period. **Tuition is NON-REFUNDABLE.**
- _____ 3. **VACATION CREDIT** - Enrolled families are entitled to 1 vacation credit per calendar year equalling 50% off the current weekly tuition. Children must be enrolled **FULL TIME** for at least 6 months to receive the credit and at least 1 month notice shall be given to management before the credit is to be applied.
- _____ 4. **LATE PICKUP FEES-** The school's hours of operation are from 6:30am til 6:30pm. Children picked up after 6:30pm will incur a \$25 late fee instantly (first 5 minutes) and \$1 for every additional minute following (no grace period!). This late fee is separate from tuition. Chronic lateness after program hours may be grounds for termination of service. If a parent or authorized person to pick up fails to pick up the child or contact SCDS within 60 minutes after closing time, the child may be released to child protective services or other local authorities.
- _____ 5. **RETURNED CHECKS-** a non-refundable \$55 service charge will be assessed for a check returned for any reason. In addition, a late charge of \$35 will be charged to the account. If a check is returned two times within a 12 month period,



payments will be required to be turned in via money order, certified check or credit card.

- _____ 6. **ANNUAL REGISTRATION**- A non-refundable annual registration fee of \$90 per child, \$45 sibling is due on the 1st Friday in September.
- _____ 7. **PARENT(S)/GUARDIAN LIABILITY**- Parents understand that their obligation to pay all fees, including tuition is unconditional and that no portion of the fees paid or outstanding will be refunded in the event of absence, withdrawal, or dismissal from SCDS. **Parent(s) must provide 30 days notice to withdraw their child from the program.** If the notice is less than 30 days, parent(s) are obligated to pay the full month of tuition.
- _____ 8. **BREAKFAST/LUNCH/SNACKS**- Food is not currently provided at SCDS. You will be required to bring your child with breakfast, lunch and 2 snacks. There are refrigerators and a microwave on site to help store and prepare the food given. Please note that we are a **PEANUT FREE, PORK FREE** facility.
- _____ 9. **SUMMER SCHEDULE**- Parents have the option of suspending their account during the LCPS summer break (through the months of July and/or August). Tuition fees will NOT be incurred throughout the duration of the suspension. If this option is chosen by a parent, they **must provide written notice to SCDS management at least 60 days in advance of the suspension.** Parents will also be required to pay 1 full week of September's tuition with the intent of re-enrolling and reserving the spot for their child.
- _____ 10. **SIGN IN/ SIGN OUT POLICY**- Parent(s)/Guardians understand that they must sign their child in and out each day and that SCDS is not responsible for their child(ren) until he/she is signed into the building. Parents are also responsible for notifying SCDS in writing if an additional person is to be authorized for pick up/drop off. If circumstances prevent you from delivering an authorization in person, we may rely on a verbal authorization via telephone.
- _____ 11. **RIGHTS OF LICENSING**- The Department of Social Services (Licensing Agency) shall have the authority to interview children and/or staff and inspect/audit child or facility records without consent. Licensing inspectors also have the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.
- _____ 12. **GROUND FORS SUSPENSION/DISMISSAL**- SCDS retains the right to dismiss any student for unsatisfactory or inappropriate conduct/behavior on or off campus. The delinquency of tuition or any other school fees may also be grounds for dismissal from the program. SCDS retains the right to terminate enrollment if the student, parent(s) or guardian(s) do not comply with policies, rules or regulations of SCDS. SCDS may also terminate an enrollment contract if the child's responsible party fails to cooperate with the faculty or administration. Lastly, SCDS reserves the right to dismiss a student if his or her physical or



mental conditions or disabilities preclude the school from providing the necessary needs of the student as determined by SCDS administration and staff.

- _____ 13. **ILL CHILD/MEDICAL CARE**- SCDS agrees to notify a child's responsible party whenever said child becomes ill. Parents will be requested to pick up the child in a quick, timely manner. Please see the Sick Policy for information pertaining to when the child is able to return to the center. The child's responsible party also authorizes SCDS to obtain immediate medical care if any emergency occurs and especially when the parents cannot be contacted in such emergency.
- _____ 14. **COMMUNICABLE DISEASE**- Families of enrolled children agree to inform SCDS within 24 hours or next business day after his/her child or any immediate member of the household has been diagnosed with a reportable communicable disease as defined by the State Board of Health, except for a life threatening disease which must be reported immediately.
- _____ 15. **MODIFICATION OF THIS AGREEMENT**- No waiver or modification of this agreement shall be binding upon the parties unless it is in writing and signed by all parties to this agreement. There are no oral agreements or representations that are not contained in this agreement and any oral evidence of the same shall not be admissible in any civil actions or proceedings. This agreement shall be binding on and inure to the benefit of the respective parties, their heirs, legal representatives, successors and assigns. SCDS reserves the right to change the tuition fees at any time. A written notice of any rate change will be made available at least 30 days prior to the effective date of the change.
- _____ 16. **WITHDRAWAL**- Parent(s) must provide a written 30 day notice to withdraw their child from the program. If the notice is less than 30 days, the child's responsible party is obligated to pay TWO WEEKS tuition. If you wish to return after withdrawing your child, space is not guaranteed and the responsible party will be charged a registration fee and deposit applicable to new enrollees. You must also give two weeks notice prior to changing to your child's attendance schedule.
- _____ 17. **PARENT RESPONSIBILITY**- The enrolled child's responsible party agrees that they are financially responsible for any loss, damage, or destruction by the enrolled child pertaining to any property and/or materials of the school.
- _____ 18. **COST OF COLLECTION/STUDENT RECORDS**- If SCDS refer's the payment account for collection, the responsible party agrees to pay the cost of collections, including (but not limited to) attorney fees. SCDS is not obligated to release child records to any school until all financial obligations to the school are paid in full, except as otherwise provided by law.
- _____ 19. **HOLIDAYS/IN-SERVICE DAYS**- Tuition is continuous throughout the year (taking into account the days the school is closed) and guarantees a reservation for your child at SCDS for the 12-month school year designated. There will not



be any credits or refunds reflected in tuition for holidays, in-service trainings, or closings due to inclement weather.

_____ 20. ***Parent(s) agree to all the terms and conditions of Sterling Christian Day School's Admission Agreement, including the obligation to pay to the school all charges accrued for tuition and other fees, and in all events to be responsible for the financial obligation of the child.***

Accepted by: _____ Date: _____
1st Responsible Child Party Name (Parent/Guardian)

Signature of Responsible Party

Driver's License Number

Accepted by: _____ Date: _____
2nd Responsible Child Party Name (Parent/Guardian)

Signature of Responsible Party

Driver's License Number

Accepted by: _____ Date: _____
SCDS Member of Management Name

Signature of SCDS Management Member