

VICTORY CHRISTIAN PRESCHOOL & ACADEMY

14747 Arizona Avenue * Woodbridge, Virginia 22191 * (703) 491-7100 * FAX (703) 490-8489 * www.vcmi-va.org

BEFORE/AFTER SCHOOL CARE CONTRACT

This contract is entered into on this ____ day of _____ in the year _____, between said parties: VICTORY CHRISTIAN PRESCHOOL & ACADEMY (VCP&A) and _____ (Parent's Name) hereafter referred to as Parent. The length of this contract coincides with the school term as set forth by the Prince William County School system and runs for the dates of September _____, 20__ until June ____, 20___. The terms listed below covers *Before and After School* childcare to be provided by VCP&A for _____ (Child's Name), hereafter referred to as Child.

I. ENROLLMENT AND ATTENDANCE

Space Availability

Before and After School Care slots are limited and enrollment is based on space availability. Priority is given to children who are enrolled in our Academy. **If Child is un-enrolled for the summer months and desires to return for the upcoming school year, there will be a non-refundable \$45.00 deposit. This deposit will secure a space for the first 2-weeks of the fall (beginning September 1). If you have not enrolled your child by the end of the 2nd week you will lose your deposit as well as their space.**

Attendance

VCP&A is not responsible for picking up your child from the Prince William County School (PWCS) of attendance if he/she is dismissed early for personal reasons of the Child or Parent. The Parent is solely responsible for pick-up of Child if contacted by the public school in which Child attends. These early dismissals include but are not limited to personal issues such as illnesses, injuries, behavioral matters, and family emergencies.

If Parent is asked by Child's school to pick up Child due to an illness that includes a high fever, diarrhea or reoccurring vomiting, parent(s) are asked to notify VCP&A and not return Child until the problem clears up. This measure is taken in consideration of others and to safeguard the health and safety of all children attending VCP&A.

VCP&A may be able to accommodate your Child when absent from PWCS for personal reasons excluding sickness.

If Child will be attending VCP&A during a time period that PWCS's are closed for any reason, parent must indicate that Child will be attending by signing the appropriate roster that will be provided. Child must be signed up for attendance as soon as roster is provided.

If your child is absent from VCP&A in the morning and you drop him/her off to school, you must call the center to let us know if we are to pick up your child from school. If there is no phone call, we will not be responsible for picking up your child from school.

II. TUITION AND FEES

VCP&A accepts preprinted cashiers' checks, personal checks & money orders for tuition payments. Payments are only accepted for one week at a time by check. Advanced payments must be made by money order or cashiers check. Upon registering or withdrawal from the center, the first & last two tuition payment must be made by money order or cashiers check on the Monday of the week of attendance. Tuition payments set for Before and After School Care contracts are for the school term only.

Full Before & After tuition is due when:

1. Child attends VCP&A during spring break, the summer months, Christmas holidays and sick days
2. VCP&A is closed due to inclement weather or Center closings and any Public School & Federal Holidays/Closings

Additional Fees when student is in attendance at VCP&A due to closings listed above:

Full Time B/A Students	Part Time Before Care Students	Part Time After Care Students
\$95 plus \$12 per day	\$45 plus \$18 per day	\$60 plus \$18 per day

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Tuition Requirements

Weekly tuition payments are due on Monday morning upon arrival to the center. **Individuals making payments after 6:30pm on Tuesday will be assessed a \$5.00 late fee, per child per week even if your child does not attend school.** Upon your arrival to VCP&A on Wednesday morning, full tuition, as well as all late fees, are due. If fees are not paid, VCP&A reserves the right to refuse care until all fees including late fees are paid in full. Your child may not be able to return to the center until tuition and fees are paid in full.

After two weeks of non-payment, we will automatically drop your child from the roster. **If your child is absent on the day that tuition is due, you are still responsible for paying tuition on time or the appropriate late fee will be applied. (Please give us a phone call if your child is absent due to an illness)**

III. TRANSPORTATION

The VCP&A staff is trained to operate a 15-passenger van. Parent's signature below indicates that he/she gives the staff of VCP&A permission to transport Child to and from school.

IV. CONDITIONS

I agree to pay \$ 95.00 weekly for full time B/A Care plus \$12 each additional day due to closings/holidays on non-school or early release days. _____ (Initial)

I agree to pay \$ 45.00 weekly for full time Before Care plus \$18 each additional day due to closings/holidays on non-school or early release days. _____ (Initial)

I agree to pay \$ 60.00 weekly for full time After Care plus \$18 each additional day due to closings/holidays on non-school or early release days. _____ (Initial)

WHEREFORE, the parties have signed on the day and year below indicating that they accept the terms of this contract.

Parent/Guardian

Date

VCP&A- Director

Date