



**ANNANDALE PRESCHOOL ASSOCIATION, INC.
PARENT-SCHOOL AGREEMENT**

WHEREAS the undersigned parent or other legal guardian ("PARENT") of _____ ("CHILD"), born on _____ (birthdate), wishes to enroll the CHILD in ANNANDALE COOPERATIVE PRESCHOOL (the "SCHOOL"); and WHEREAS the SCHOOL is a cooperative preschool operated by ANNANDALE PRESCHOOL ASSOCIATION, INC. ("ASSOCIATION"); THEREFORE, PARENT and ASSOCIATION enter into this agreement (the "AGREEMENT").

ASSOCIATION agrees to accept the CHILD for enrollment in the SCHOOL's _____ class for the 2018-2019 school year. In consideration for the services to be provided to the CHILD by ASSOCIATION through the SCHOOL, and with the understanding that participation by each student's parent(s) is essential to the operation of the SCHOOL, PARENT agrees to fulfill each of the obligations specified in this AGREEMENT.

1. APPLICATION FEE. PARENT agrees to pay ASSOCIATION a non-refundable application fee of \$_____ on or before the execution of this AGREEMENT. (This was PAID when application submitted.)

2. TUITION. PARENT agrees to make nine (9) monthly payments of \$_____ to ASSOCIATION as follows:
(a) PARENT agrees to pay at least half of the May 2019 tuition by March 15, 2018 and the remainder of the tuition on or before May 15, 2018 as a deposit; and
(b) PARENT agrees to pay tuition for each month on or around the first day of that month, beginning with the September tuition, which is due on September 1, 2018, and ending with the April tuition, which is due on April 1, 2019; PARENT agrees to authorize ASSOCIATION to use the Tuition Express electronic funds transfer system to make all tuition and fee payments.
(c) PARENT agrees to pay all service fees for any monthly tuition payment returned by Tuition Express due to credit card declines or insufficient account funds in an amount established by the Board of Directors of the ASSOCIATION as set forth in the Parent Primer, which is hereby incorporated into and made a part of this AGREEMENT.
(d) If PARENT chooses to use a credit card for tuition payments, PARENT agrees to pay credit card fees associated with those payments in an amount established by the Board of Directors of the ASSOCIATION as set forth in the Parent Primer.

3. ANNUAL INSURANCE & ACTIVITY FEES. PARENT agrees to pay \$_____ to ASSOCIATION to cover required accident and liability insurance, field trip expenses, and other incidentals. At least half of the annual insurance & activity fee is due on March 15, 2018 with the remainder being due on or before May 15, 2018.

4. MEMBERSHIP & HEALTH, SAFETY, AND TRANSPORTATION FORMS. Prior to the beginning of each school year, the SCHOOL will provide to PARENT a set of forms and notices, the completion and submission of which are required for the CHILD to begin classes. PARENT agrees to pay a late fee as set forth in the Parent Primer if all forms and notices are not completed and submitted by May 25, 2018.

5. PARTICIPATION. In addition to paying fees and tuition as specified above, PARENT agrees that the CHILD's family will participate in the operation and administration of the SCHOOL during the 2018-2019 school year as follows:
(a) One or more of the following people: the CHILD's (1) parent(s) or (2) legal guardian(s) or (3) other adult family member(s) approved by the Board of Directors of the ASSOCIATION, any or all of which will be referred to below as "FAMILY MEMBER" will participate in the classroom as a co-oping adult, on an equitable basis with the families of the other children in the class, as scheduled by the Participation coordinator. If unable to participate as a co-oping adult

on a scheduled day, the FAMILY MEMBER will arrange for another individual who has completed the required training, submitted the requisite forms to Association, and is otherwise qualified to serve as a co-oping adult, to substitute for the FAMILY MEMBER for that day. PARENT agrees and hereby certifies that each FAMILY MEMBER who will participate in the classroom as a co-oping parent is able to communicate effectively in English both orally and in writing to the extent necessary to fulfill his/her classroom responsibilities, including communicating with emergency personnel, understanding instructions on a prescription bottle, and communicating effectively and appropriately with the age group of children in their classroom. Anyone not able to adequately communicate will not be permitted to participate.

(b) The PARENT gives authorization for the CHILD to participate in the field trips and the transportation to/from the field trips of the SCHOOL. A FAMILY MEMBER will drive and/or chaperone children on at least two field trips per school year if CHILD is enrolled in a two- or three-year-old class and three field trips per year if CHILD is enrolled in a four-year-old class. The FAMILY MEMBER who drives will disclose any moving traffic violations in the prior five years via the Auto Liability form.

(c) A FAMILY MEMBER will participate as school aide as scheduled by the Participation Coordinator or, if unable to participate as a school aide on a scheduled day, will arrange for a substitute school aide according to the procedures set forth in the Parents' Primer.

(d) A FAMILY MEMBER will participate in the administration of the SCHOOL by serving on the Board of Directors of the ASSOCIATION; as a room parent; in a position created by the Board of Directors of the ASSOCIATION; or on one of the administrative or maintenance committees established by the Board of Directors of the ASSOCIATION.

(e) A FAMILY MEMBER will participate in at least one of the designated SCHOOL maintenance days ("work parties").

(f) A FAMILY MEMBER will attend each of the three annual meetings of the general membership of the ASSOCIATION. In addition, each FAMILY MEMBER who will participate in the classroom as a co-oping adult will attend all required training and orientation meetings. It is incumbent upon each FAMILY MEMBER who will participate in the classroom to meet the state-required training minimum of four hours each school year.

(g) All co-oping FAMILY MEMBER(S) will submit a Virginia Department of Social Services/Child Protective Service Registry Search form and complete fingerprinting as directed by the Department of Social Services prior to the first day of school. Virginia licensing prohibits individuals from being associated with the school who have certain criminal convictions (as defined by the VA Child Day-Care Council *Minimum Standards for Background Checks*) or individuals who have ever been the subject of a founded complaint of child abuse or neglect. PARENT agrees to pay all fees incurred by fingerprinting and background checks.

(h) The SCHOOL must receive for each FAMILY MEMBER who will be participating as a co-oping adult, a parent Tuberculosis Screening form or skin test/chest x-ray signed by a physician or designee attesting to a negative tuberculosis screening or test (required every two years). The PARENT agrees to have the FAMILY MEMBER's health and training records stored with the CHILD's records.

(i) If PARENTS cannot fulfill participation requirements as outlined in (a) through (f) above, they agree to inform Directors of Parent Programs. The SCHOOL will make reasonable accommodations so that participation requirements can be met. If PARENTS continue not to meet participation requirements, PARENTS agree to pay a fine of \$250 via the Tuition Express electronic funds transfer system to maintain the CHILD'S enrollment status.

6. ILLNESS. In accordance with the procedures set forth in the Parent's Primer, the SCHOOL agrees to notify the PARENT or other Emergency Contact specified on the Emergency Care Form whenever the CHILD becomes ill, and the PARENT will arrange to have the CHILD picked up as soon as possible.

Additionally, the parent will inform the SCHOOL within 24 hours or the next business day after a child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases which must be reported immediately.

7. COOPERATIVE NATURE. PARENT agrees to comply with and to ensure that each FAMILY MEMBER complies with the bylaws of ASSOCIATION and such rules and regulations as shall be adopted by the members of ASSOCIATION as set forth in the Parent's Primer.

8. TERMINATION OF AGREEMENT. The AGREEMENT may be terminated by ASSOCIATION if:

- (a) PARENT fails to pay in full, on time, any of the fees or tuition described above in paragraphs 1-3 above; or
- (b) FAMILY MEMBERS do not satisfy each of the participation obligations set forth in paragraph 5, subparagraphs (a) - (i); or
- (c) the CHILD's participation is determined by the Teacher and Director of Education to be detrimental to the CHILD or to the CHILD's class; or
- (d) PARENT or any FAMILY MEMBER fails to abide by the bylaws of ASSOCIATION and by the rules and regulations of the SCHOOL as set forth in the Parent's Primer.

PARENT may terminate the AGREEMENT at any time upon written notice to the Membership Director. PARENT will be responsible for paying full tuition for the calendar month following the notice of termination. CHILD may remain enrolled at the SCHOOL during the time that tuition is being paid. PARENT understands and agrees that if the AGREEMENT is terminated either by the ASSOCIATION or by the PARENT, the May tuition will only be refunded upon request from PARENT if a new child is enrolled in the CHILD'S class by June 1, 2018.

9. NOTICE OF NONDISCRIMINATION. Annandale Cooperative Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation, or gender identification in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Executed by:

PARENT/LEGAL GUARDIAN

By: _____

Date: _____

Print Name: _____

Relationship to child: _____

ANNANDALE PRESCHOOL ASSOCIATION, INC.

By: _____

President/Vice President

Date: _____