

Family Information

Blacksburg United Methodist Preschool
PO Box 931
Blacksburg, VA 24063

CHILD'S INFORMATION

Name: _____ Birth Date: _____ Sex: _____
Address: _____ City: _____ State: _____ Zip: _____
Place of Birth: _____ Citizen of: _____ Current Age: _____
Name of last school attended: _____ Dates attended: _____
Address of last school attended: _____

PARENT/GUARDIAN 1 INFORMATION

Name: _____ Hm. Ph: _____ Bus. Ph.: _____
Cell Ph: _____ Home Address: _____
Employer: _____ Bus. Address: _____
E-mail Address: _____

PARENT/GUARDIAN 2 INFORMATION

Name: _____ Hm. Ph: _____ Bus. Ph.: _____
Cell Ph: _____ Home Address: _____
Employer: _____ Bus. Address: _____
E-mail Address: _____

CHECK FIRST AND SECOND CHOICES:

3's Class (3 years-old by September 30, 2022) [] Two Day (T/R) [] Three Day (M/W/F) [] Five Day (M-F)
4's Class (4 years-old by September 30, 2022) [] Four Day (M-R) [] Five Day (M-F)

HOW DID YOU HEAR ABOUT US?

How did you initially hear of Blacksburg United Methodist Preschool (*check one*)? [] Referred by someone [] Internet Search
[] Other: _____

AUTO PAY SYSTEM

We recommend that you enroll in and use our Auto Pay system for tuition payments. There will be no need to make your payment after each invoice because we will automatically handle this for you. We will automatically charge your credit/checking account at the appropriate time, and after each payment, you will receive a digital copy of your receipt. To select Auto Pay, please sign up in your brightwheel account.

FOR OFFICE USE ONLY

Class Assignment: _____ Date Scheduled to Attend: _____ Actual First Day of Class _____
Amount Enrollment/Registration Fee Received: _____ Date Enrollment/Registration Fee Received: _____
Re-enrollment (check here): []



For more information, visit www.bumpkids.org

BLACKSBURG UNITED METHODIST PRESCHOOL ENROLLMENT CONTRACT

This is a legally binding contract. Please read it carefully.

Date: _____

This Contract is between Blacksburg United Methodist Preschool (hereinafter the "School") and the parent(s) or legal guardian(s) (referred to as "Parent," which term includes the singular or plural, as applicable) of _____ [insert student name] (hereinafter "Student"). All persons signing this Contract are jointly and severally liable for the tuition and fees set forth herein. Parent's signature and/or initials on this Contract evidence Parent's understanding and agreement to the terms of this Contract, as follows:

1. Enrollment: Student, if accepted, will be enrolled for all or a portion of the 20____ - 20____ academic year in (circle one):
 3's 2-day (T/R) 3's 3-day (M/W/F) 3's 5-day (M-F) 4's 4-day (M-R) 4's 5-day (M-F)

If indicated below*, this Contract covers only a portion of the year with the dates so stated and the tuition shown on the Tuition Schedule will be prorated for that period. If Student is accepted, Parent is aware that a final determination of classroom placement will be made by the School in accordance with the School's standard admissions or retention practices and that curriculum changes/decisions are made at the School's discretion. The Contract is valid only for the academic year stated and does not entitle Student to any future enrollment.

*Portion of academic year for which Student request enrollment (fill in either "Full Year" or the dates to be attended): _____

2. Enrollment/Registration Fee: (Initial(s)). Parent understands that for the School to consider Student's application and to conditionally reserve a place for Student for the academic year stated above, Parent must submit the original executed Contract or registration in brightwheel, whichever is first, along with a **\$100 non-refundable Enrollment/Registration Fee**, via brightwheel within three (3) days of the date of this Contract set forth above or brightwheel registration, whichever is first. Parent understands that the Enrollment/Registration fee is earned by the School upon Parent's submission of the Contract or brightwheel registration and fees to the School and the School's consideration of Student's application. **The \$100 Enrollment/Registration Fee is not refundable.**

3. Tuition: (Initial(s)). Tuition amounts for the various programs are set forth on the Tuition Schedule for the period covered by this Contract. Tuition is not pro-rated for partial months for students entering after the school year has begun. Parent has selected the following payment plan for tuition (check only one box) and checked the Sibling Discount or Church Member if applicable (see Tuition Schedule for further details):

Plan A (One-Payment Plan – 5% discount, available by check payment only) by August 1, 2022

Plan B (Nine-Payment Plan – August 2022 – April 2023) billed and paid via brightwheel

Sibling Discount or Church Member Discount. The School offers a 10% monthly discount for siblings (of lowest tuition amount) or Blacksburg United Methodist Church members.

4. Tuition Obligation: (Initial(s)). Parent understands that Student is being enrolled for the entire School Year or period covered by this Contract. Parent further understands that the overhead expenses of the School do not diminish with the departure of some students during the course of the school year and agrees that it is impossible for the School to determine at the time of Parent's execution of this Enrollment Contract the damage and loss to the School that would occur due to the later cancellation/withdrawal of some of the students who have enrolled. Therefore, once this Contract has been submitted to the School, Parent becomes liable for the **entire year's tuition and fees as liquidated damages** (and not a penalty) **even if the Student is withdrawn, absent, or is involuntarily separated from School UNLESS** the Parent



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terminates this Contract in strict accordance with the termination procedures set forth in Paragraph 5 below (or the School rejects, in its sole discretion, Student's application and unilaterally terminates this Contract).

5. **Termination Procedures:** (Initial(s)). Parent may terminate this Contract by submitting a **WRITTEN** Termination Notice to the Director utilizing the following guidelines: the Termination Notice must (a) be dated, (b) state the Student's name, (c) provide a reason for the termination of the Contract; and (d) be **RECEIVED** by the Director thirty (30) days prior to the Parent's desired Termination Date. If such Termination Notice is timely received, Parent will be relieved of all tuition and other payments and fees that would have come due after the Termination Date. Even if this Contract is terminated pursuant to the terms of this Paragraph, Parent understands that the School will not refund any portion of the Student's Enrollment/Registration fee set forth in Paragraph 2 or the Supply Fee set forth in the Tuition Schedule. Termination Information is found below:
- Termination Date is the later of Student's last day at School or the date thirty (30) days from your Termination Notice, whichever is later. Services will not be provided to the family after this date.
 - Thirty (30) days' notice is required prior to Termination Date.
 - Tuition Payments are made one month in advance. There are no refunds of tuition or other fees paid prior to Termination Date.
 - There are no partial-month refunds.
 - In the case Parent paid in-full prior to August 1, a refund will be made to the Parent for the pro-rated amount using the monthly payment and Termination terms above, less a \$35.00 processing fee.
6. **Late Pickup Fee:** Parent agrees that it is important to drop-off and pick-up students in a timely manner. We realize that unforeseen circumstances may arise. Pickup shall occur no later than 12:35 p.m. One late pickup shall result in a verbal or written notification. Subsequent habitual late pickups after 12:36 p.m. shall result in a \$15.00 charge per each late pickup.
7. **Incidentals:** Parent agrees to pay the School for incidental fees, such as interest, late pickup fees, Lunch Bunch extended day charges, field trips up to \$25.00, etc. charged to Parent's account by the due date of each statement.
8. **School Rules:** Student's enrollment at the School is subject to the general statements, rules, regulations, conditions, and financial terms contained in the School's Parent and Student Handbook and other published documents, which may be amended from time to time. Parent acknowledges that Parent and Student must abide by such School rules and guidelines.
9. **Support:** Student's enrollment at the School is subject to Parent support of the standards of the School in its philosophy, methods, objectives, and policies, including moral, academic, behavioral, dress, conduct, and disciplinary standards; to assume the responsibility for parental monitoring of Student's education, being an encourager, and keeping in regular contact with Student's teachers; and to attend mandatory meetings called by the School. Parent also agrees to support, to the best of Parent's ability, the School's entire program through time, attendance at parent meetings, and participation in various School activities.
10. **Termination of Student's Attendance:** The School has the right to suspend or terminate the attendance of any student for reasons set forth in the Parent and Student Handbook (or other published document), for reasons that the School Administration considers detrimental to the School community, student, or to other students of the School, or for the Parent's failure to pay all or any part of the Parent's financial obligations for Student's attendance (including any amounts charged on Student's account with the School).
11. **Payment and Late Fees:** (Initial(s)). Parent understands and agrees that a Late Charge of \$25.00 will be added for **any** delinquent payment (which is defined as a payment not received within 10 days after the due date). A returned check fee of \$35.00 is charged for returned checks or issues with autodraft via brightwheel. In the event of default (default being 30 days past due), Parent also agrees to pay all costs of collection, including collection agency fees, attorneys' fees, court costs, and interest of 1.5% per month. Further, as to any account more than 90 days in arrears, the School reserves the right to accelerate the total unpaid balance of tuition and fees due under this Enrollment Contract. **When accounts are in arrears, the account may be referred to the School's collection agent and/or counsel for satisfaction.**



- 12. Default of Payment:** All accounts must be current before records can be released. Student will not be allowed to continue to attend classes or participate in other School activities unless tuition and fees are paid by stated deadlines (or until Parent makes other written arrangements acceptable to the School).
- 13. Photos and Images:** The parent agrees to allow the Student's photograph, image, and information, etc. to be used by the School for use in the School's publications, promotion materials, social networks, and website, without compensation and without prior notice. Parent releases and holds the School harmless from any liability stemming from the use of the Student's photograph, image, and information, etc.. Full names will never be used in association with photos and images.
- (Initial(s)). By initialing here, Parent indicates that Student's photograph, image, and, information, etc. will not be used in the School's publications, promotion materials, social networks, and website.
- 14. School Directory:** Parent authorizes the School to place family information, including name(s), home address(es), email address(es), and telephone numbers of Parent, Student, and other children in attendance at the School, in a directory of students to be available to School families. Parent acknowledges that this directory and the information therein is not to be used for commercial use and is not to be distributed to any person other than another School family.
- 15. School/Family Cooperation:** A positive and constructive relationship between the School and Family Member (defined as Parent, Student, or other person associated with Student) is essential to the School's educational purpose and responsibilities to its students. If any Family Member engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the Family or Family member from the community. The School may also place restrictions on a Family Member's involvement or activity at School for other reasons that the School deems appropriate. Any determination under this Paragraph shall be in the School's sole discretion. There will be no refund of tuition where such dismissal occurs and any unpaid balance is payable in full according to the terms of this Contract. The School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time and to void an executed Enrollment Contract.
- 16. Medical Authorization:** If, in the opinion of a properly licensed and practicing physician, Student needs medical or surgical services which require Parent's pre-authorization or consent, Parent hereby authorizes, appoints, and empowers the School to act as Parent and furnish such consent on Parent's behalf. Parent confirms that it is Parent's desire that Student be furnished with such medical or surgical services as soon as reasonably possible after the need arises. Parent hereby releases and holds the School harmless from any liability which might arise from the giving of such consent. Parent agrees to reimburse the School for any medical expenditures made on the Student's behalf.
- 17. Consent to Onsite Medical Care:** The Parent hereby authorizes the School to supply medical care as needed for Student (including administration of Epi-Pens, etc. according to the Student's prescription from a licensed practitioner) or other minor medical care or emergency as determined to be appropriate by the School Staff. Parent hereby releases and holds the School harmless from any liability which might arise from the provision of such medical care.
- 18. Release of Student Records:** Parent consents and holds the School harmless for the release of Student's records and information upon request by an educational institution or law enforcement agency. Parent also releases and holds the School harmless from any liability stemming from the use, disclosure, or release of student's records or information.
- 19. Promotional Materials/Statements:** The School continually strives to ensure the accuracy of all written materials, including but not limited to, promotional information, catalogs, brochures, handbooks, and advertising. In an effort to do so, however, information included in the materials (including class sizes, student-to-teacher ratios, teacher qualification, specialization, and length of service, etc.) may change as programs grow and as staff changes. Prior to relying on any written materials in making your decision to enroll Student in the School, please verify the accuracy of information with the Director. Please also



understand that even if the information was accurate at the time that you enrolled the Student, the information may change prior to commencement of classes or during attendance at the School. Please also note that only the Director or Board of Directors has the authority to make commitments regarding the nature of the program, specific arrangements for Student, or other changes from the School's regular curriculum.

- 20. Governing Law/Waiver of Jury Trial:** This Contract and the rights and obligations of the parties shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia without regard to principles of conflicts of law. **The parties agree to waive the right to jury trial over any claims pertaining to Student's enrollment, attendance, or separation from the School including, but not limited to, claims of breach of contract, under statute, ordinance, or common law.**
- 21. Understanding of Terms:** Please read this Contract carefully. By signing below, Parent acknowledges that Parent understands the terms of this Contract, Parent's obligation to pay the full year's tuition even if the Student is withdrawn or dismissed, the Parent's option to terminate and termination procedures, and all other obligations set forth herein. If Parent has questions about the terms, Parent is encouraged to seek clarification from the Director.
- 22. Force Majeure:** The School's duties and obligations under this Contract shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.
- 23. Reimbursement for Domestic Legal Issues:** Parent understands and agrees that the School's primary purpose is to provide educational opportunities to the students within its institution. Parent also understands that it is disruptive to the School for a Parent to involve the School (or any of its employees) in domestic legal disputes between the Parents and that the School often must pay for legal fees and costs associated with such issues. Therefore, the Parent agrees to promptly reimburse the School for all expenditures incurred by the School as a result of Parent's domestic legal disputes, including, but not limited to: Parental disagreements about Student's education or placement; divorce proceedings; custody proceedings; and/or modifications of custody proceedings. Cost incurred may involve reasonable attorneys' fees/costs to prepare for and/or attend depositions, trials, or hearings; communication with Parent or Parent's counsel, guardians ad litem or attorneys ad litem; respond to subpoenas; draft letters or motions; and perform research. Costs include the cost of copying documents, providing records, engaging substitute teachers or temporary employees, computerized research, and travel expense. Parent agrees to reimburse the School for such fee/costs within thirty (30) days of School billing Parent for such expenses. Any dispute between the Parents regarding which Parent may owe which portion of the bill should be resolved between the Parents so that the bills for reimbursement to the School can be paid on a timely basis. Parent's failure to pay such fee/costs promptly will result of dismissal of the family from the School.
- 24. Parent's Commitment to Truthfulness in the Admissions and Enrollment Process:** The School is relying on the completeness and truthfulness of the information provided by the Parent in the admissions and enrollment process. If the School finds out after the Student has been admitted and enrolled that the Parent was not truthful in the admissions and enrollment process on any issue that the School, in its sole discretion, find to be important, the School has the absolute right to terminate this Contract. There will be no refund of tuition where such termination occurs and any unpaid balance is payable in full according to the terms of this Contract.
- 25. Authority:** Each party represents and warrants to the other (1) that it has full power to enter into and perform its obligations under this Contract; and (2) that this Contract constitutes its legal, valid, and binding obligation, enforceable in accordance with its terms. Parents in two-parent households agree that each is acting as agent for the other. Modification of this agency relationship shall be in writing and delivered to the School. No oral modifications will be recognized or accepted.



26. Entire Agreement: This Agreement sets forth the entire understanding of the parties hereto with respect to the subject matter hereof and merges and supersedes all prior and contemporaneous oral understandings between the parties. There have been no representations or warranties made by any party other than the representations and warranties contained herein.

* Both parents must sign (unless the School, in its discretion, permits enrollment with one parent's signature).

Printed Name of Parent 1 (or legal guardian)

*Signature of Parent 1 (or legal guardian)

Date

Printed Name of Parent 2 (or legal guardian)

*Signature of Parent 2 (or legal guardian)

Date

The person signing below, although not a Parent or Legal Guardian, is agreeing to be responsible for all financial obligations set forth above:

Printed Name of Person Financially Responsible

*Signature of Person Financially Responsible

Date

Relationship (if any) to Student



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