

MANASSAS PRESBYTERIAN CHURCH EARLY LEARNING CENTER (MPC ELC)

POLICIES AGREEMENT

2024-2025 SCHOOL YEAR (Late August – May)

The following policies are a parent's agreement with MPC ELC. This form must be signed and returned to the ELC office in order to complete the enrollment process.

1. The information entered on my child's registration form is truthful and accurate. ELC will be provided with any changes to this information in a timely manner.
2. MPC ELC will be provided with the following records prior to my child's first day of school:
 - Birth Certificate or Passport (Copy is acceptable)
 - Virginia State Health Form completed by Physician including Immunization record
 - Allergy Medical Form, if applicable
 - Any additional Legal Documentation pertaining to your child
 - **IEP and IFSP Requirements:** Children with an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) must provide a copy of this documentation to the Director **at the time of registration**. Your child cannot be placed in our program without this document and we may ask to meet the child before placement to ensure we can meet their needs.
3. An Advanced Tuition Payment is due by August 15th and covers the month of May 2025. The Advanced Tuition payment is not refundable. If the Advanced Tuition Payment is not paid by August 15th, I understand that my child's spot will be forfeited. If a student enrolls after September, the first and last months' tuition payments are required at time of registration. Split payments can be arranged if necessary.
4. Monthly tuition is based on a yearly tuition amount and not the number of days of school per month. Therefore, I agree to make 9 equal monthly installments (August-April) by the 1st of each month (with the exception of August) in which the installment is due. A late fee of \$25 will be added to your account each month a payment is not received by the 7th of the month. If you wish to pay a year's tuition in one lump sum, you will be given a discount of 5%. **This discount only applies to annual payments made in August.**
5. The Supply Fee is due with the Advanced Tuition Payment or at time of enrollment if after August 1.
6. If you withdraw part way through the school year for any reason other than job relocation or military reassignment, your Advanced Tuition payment will not be returned.
7. If you withdraw part way through the school year due to job relocation or military reassignment **AND we receive 30 days' notice in writing**, your May tuition payment may be applied towards your last month's tuition. If 30 days' notice is not given, then the May tuition payment will not be refunded. If your last day occurs in the middle of a month, your May tuition payment may be applied to your last month, however, it will not be prorated and no refund will be given.
8. Failure to attend for 2 weeks without payment or notifying the Director will result in automatic withdrawal.
9. I agree to read and abide by the MPC ELC Parent Handbook and any Health and Safety Policies pertaining to COVID-19.
10. I understand that my child must be picked up no later than 12:25pm/2:00pm (extended day). If my child is picked up late, I understand there will be a \$15 fee for every 15 minutes late.
11. MPC ELC reserves the right to remove a child from this program for any of the following reasons:
 - Failure to pay tuition without notifying the Director.
 - Repeatedly bringing a sick child to school.
 - Repeatedly bringing a snack that is not peanut-free.
 - Continuously picking up a child late.
 - When a child's behavior cannot be managed in the classroom and/or the child's behavior becomes a danger to other children.
 - Failure to supply ELC with Physician's signed Health Form and Birth Certificate.
 - When my child is not potty trained/independent in the bathroom (Not applicable to PMO)

I have read the policies stated above and agree to abide by them. CHILD'S NAME _____

SIGNATURE OF PARENT/GUARDIAN _____ DATE _____

PRINTED PARENT/GUARDIAN NAME _____

MANASSAS PRESBYTERIAN CHURCH EARLY LEARNING CENTER (MPC ELC)
PARENTAL PERMISSIONS
2024-2025 SCHOOL YEAR (Late August – May)

PHOTOGRAPHY PERMISSION

I give ELC permission to place photos of my child participating in preschool activities:
(names will never be used)

- on the ELC WEBSITE and FACEBOOK PAGE. YES NO
 - in internal Newsletters and school slideshows. YES NO
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PERMISSION FOR EMERGENCY CARE

I, _____, DO or DO NOT (circle one) hereby give permission that my child, _____, may be given emergency treatment, to include first aid and CPR by the staff of MPC ELC. I further authorize and consent to medical and/or hospital care for my child by a licensed physician when deemed necessary to safeguard my child's health if I cannot be contacted. In such cases, I waive my right of informed consent to such treatment.

I also give permission for my child to be transported by ambulance or aid car to an emergency center for treatment. I further authorize MPC ELC to take my child to a hospital, and I agree that I will pay all physicians and hospital bills, and MPC ELC will not be responsible for them.

Signature of Parent/Guardian _____

Date: _____