

Denbigh Christian Academy

1233 Shields Road

Newport News, Va 23608

Office (757) 874-8661 FAX (757) 234-4377

This school is an equal opportunity provider and employer.

ADMISSION AGREEMENT

I hereby agree to the terms of this Admission Agreement as a condition of my Child's acceptance in Denbigh Christian Academy.

Child's Name

Date of Birth

Age

I.

- There is a "New Student Registration Fee" of \$100.00 and each subsequent year an "Annual Student Renewal Fee" of \$50.00 is due. I also understand that I must pay the Book Fee on or before September 1st. The Registration, Renewal and Book fees are non-refundable and must be paid in order to reserve my child's slot with D.C.A. for the next School Year. I hereby agree to pay all fees that affect my child/children as per the current D.C.A. rate sheet.

II.

- Statements will be sent home at the beginning of each month, Tuition Payments for 4k-5K are due according to the FACTS automated payment system the 1st or 15th of each month, Before and Aftercare for (4K-5K and Public School) are due by the 15th of each month or a \$25.00 LATE FEE will apply. I also understand that **if my account becomes delinquent that my child may be removed from D.C.A. and my account will be turned over to an attorney.** In the event my delinquent account is sent to a lawyer for collection, then I understand and agree to pay all costs, late fees, and interest of 1 ½ % per month (i.e. 18% per annum) associated in collection of the past due balance(s), including 33 1/3% attorney fees. I further waive all homestead deed exemption rights. It is understood and agreed that my child's school records will not be released for any reason until my account is paid in full.

III.

- It is my understanding that, in order to hold a slot for my child, I am responsible to pay for that slot whether or not my child is present. In addition, my child will be allowed to miss up to two weeks for family time off, etc. with a letter of request, without jeopardizing his/her slot.
After the two weeks, I understand my account will be charged regardless of the attendance of my child.
PRE-SCHOOL CHARGES (AGES 2 ½ -3) ARE DUE EACH WEEK IN ADVANCE ON MONDAY. IF CHARGES ARE NOT PAID BY 5PM ON TUESDAY, I UNDERSTAND THAT MY ACCOUNT WILL BE CHARGED A \$10 LATE FEE.

Any questions to this policy will be reviewed on a case by case basis.

IV.

- I understand that the Academy operates from 6:00AM – 6:00PM, Mon-Fri. I further understand that my child is to be **picked up no later than 6:00PM.** Otherwise a late fee of \$25.00 per child (and per occurrence) will be charged to their account. **Denbigh Christian Academy is not responsible for any child who does not report to their teacher immediately upon arrival.** Therefore, I will see that my child reports to the teacher on duty as soon as he/she arrives.
- My child is not to be released to anyone, except the parent/guardian who enrolled him/her, unless written permission has been given by said parent/guardian. The center may find it necessary to make arrangements for my child to be picked up, in case of bad weather or emergencies.

V.

I understand that I am not to bring my child if he/she has a fever or rash. If my child has been exposed to any contagious disease or has any slight illness, I will report this to the Director. If the Director feels that the child in attendance is too sick to remain at the center, the parent/guardian will be notified to pick up the child. **No medicine will be dispensed at the center without a Medication Consent Form completed and signed by the parent/guardian and approved by the Director or Supervisor.**

- If my child should meet with an accident or illness while in the center, and I cannot be reached immediately, I authorize the Director to secure medical aid.

- I agree to have a physician complete the required physical form and required immunizations. I understand that an up to date physical form is required **within 30 days** of my child's first day at the center. **I understand that an up to date immunization record is due by the first day he/she enters D.C.A.**
- If I move, I will give the Director my change of address and phone number immediately in writing. In the event my employment changes, I will give the name of my new employer and the phone number, along with my specific information on how to contact me, in writing to the Director. **I further understand I am required to give a two week written withdrawal notice.**

VI.

- The method of discipline used throughout the center will be to have the child placed in a time-out situation. This could include the child being excluded from playing and/or sitting in a chair in the hallway with the door left open. If behavior problems persist, the parents will be notified. If the child continues to be disruptive, we will call for the removal of that child from Denbigh Christian Academy.

VII

- I understand that my child is not to bring toys, gum, candy, money, or other similar personal possessions to school. I also will provide a change of clothes (*labeled with child's name*), a sheet and blanket (*also labeled and left at center M-F*)
- This institution participates in the Child and Adult Care Food Program (CACFP: 58357) and receives reimbursement to provide more nutritious meals for your child. Federal CACFP requires all parents or guardians to complete the following attendance information annually.

<u>Days of week in Attendance</u>	<u>Time IN</u>			<u>Time OUT</u>			<u>TIME CHILD Attends Center</u>		<u>MEALS RECEIVED</u>	
	<u>check AM/PM</u>	<u>check AM/PM</u>	<u>TIME</u>	<u>check AM/PM</u>	<u>check AM/PM</u>	<u>TIME</u>	<u>Time leaves Center</u>	<u>Time returns to Center</u>	<input type="checkbox"/>	<u>Breakfast</u>
<input type="checkbox"/> Monday									<input type="checkbox"/>	<u>AM Snack</u>
<input type="checkbox"/> Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	<input type="checkbox"/>	<u>Lunch</u>
<input type="checkbox"/> Wednesday									<input type="checkbox"/>	<u>PM Snack</u>
<input type="checkbox"/> Thursday										
<input type="checkbox"/> Friday										

Yes **I work multiple shifts and my child(ren) may be in care different days/hours**
 No

ETHNICITY Please check the boxes that best describes your child's ethnic group (OPTIONAL)

- Hispanic or Latino**- includes Cuban, Mexican, Puerto Rican, South or Central American or other Spanish origins
- Non Hispanic** – not of Hispanic origin
- American Indian** – includes Alaskan Native
- Asian** – Includes Far East, Southeast Asia, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand, and Vietnam
- Black** – includes African American
- Native Hawaiian** – Includes all Pacific Islands
- White** – includes Europeans

SIGNATURE of Parent or Guardian

Father/Guardian **signature** _____ Date _____

Father /Guardian **print name** _____ S S # _____

Mother/ **Guardian signature** _____ Date _____

Mother /**Guardian print name** _____ S S # _____

SIGNATURE OF DIRECTOR _____

DATE _____