



2016 - 2017 CONTRACT

Grade Enrolled in Fall 2016 \_\_\_\_\_

OFFICE USE ONLY

DATE: \_\_\_\_\_
Registration \$ \_\_\_\_\_
Tuition \$ \_\_\_\_\_
Day Care \$ \_\_\_\_\_
Emergency Kit \$ \_\_\_\_\_
TOTAL \$ \_\_\_\_\_
Notes: \_\_\_\_\_

Child's Name (Please Print) \_\_\_\_\_

Male Female

Age Birth Date

Parent's or Guardian's Name (Mother & Father) Address City Zip

Phone Number (Home) (Mother's Work Number) (Father's Work Number)
(Mother's Cell Number) (Father's Cell Number)

Email Address (Mother) Email Address (Father)

Families may pay their tuition and day care fees in one of the following ways:

- OPTION 1 - Tuition & day care payments may be made in full by cash or check by August 1, 2016 in the office: Full tuition for the 2016-2017 school year is \$6,740.00 Full Day Care expenses for the 2016-2017 school year is \$2,300.00.
OPTION 2 - Payments in two (2) semester payments - bring directly to the school office. (No FACTS Annual Fee) (Tuition) August 1, 2016 (\$3,370.00) & January 4, 2017 (\$3,370.00) (Full Day Care) August 1, 2016 (\$1,150.00) & January 4, 2017 (\$1,150.00)
OPTION 3 - Payments in 10 monthly installments (\$674.00) by automatic bank debit: Payments are made via FACTS Tuition Management. All monthly payments are processed by and through FACTS. You will be charged an annual fee of \$45.00. Registration for FACTS Tuition Management can be found at valleypresbyterianschool.com
OPTION 4 - Payments in 11 monthly installments (\$612.73) by automatic bank debit: Payments are made via FACTS Tuition Management. All monthly payments are processed by and through FACTS. You will be charged an annual fee of \$45.00. Registration for FACTS Tuition Management can be found at valleypresbyterianschool.com
OPTION 5 - Automatic monthly credit card payments may be arranged through FACTS Tuition Management, however, a convenience fee of 2.75% is charged by the company on each credit card payment. You will be charged an annual fee of \$45.00. FACTS accepts Master Card, Discover, American Express and VISA.
OPTION 6 - If you choose not to make your payments directly to FACTS by EFT or Credit Card, a monthly invoice will be sent to you for payment due on the 5th of the month. Your monthly payments should be mailed directly to FACTS. You will be charged an annual fee of \$45.00.
Peace of Mind (POM) Benefit - The POM Benefit will pay any eligible FACTS unpaid balance in the event of the death of the Responsible Party or his/her legal spouse. Coverage is only available to individuals under age 70. If you choose a one or two payment option, you are not eligible for POM. Indicate your POM enrollment election below. If no option is selected, your current POM election will remain.

Yes, please enroll me in POM No, please do not enroll me in POM
I agree to pay the \$17.00 non-refundable annual fee, per agreement.

REGISTRATION FEES must accompany 2016-2017 Contract. See Page #4 for Registration Fees.

There are NO REFUNDS OR DEDUCTIONS for holidays or absenteeism. There will be a \$30.00 fee charged for each returned payment by FACTS. Valley Presbyterian School charges an additional \$50.00 for a second (2) returned payment.

**PAYMENT OPTIONS**

Please  which payment option you will be using:

Annual     Semester - These payments are brought to the office. (No FACTS Annual Fee)

**FACTS Monthly**

Invoice     E.F.T.     Credit Card    10 Monthly payments on the  5<sup>th</sup> Or  20<sup>th</sup>

\*  Invoice     E.F.T.     Credit Card    11 Monthly payments on the  5<sup>th</sup> Or  20<sup>th</sup>

\*MUST be enrolled by May 31, 2016 to choose this option.

I (We) have read and fully understand and will comply with the terms as stated in this contract and do hereby enroll our child \_\_\_\_\_ in Valley Presbyterian School as of date beginning \_\_\_\_\_. I (We) further agree to retain the child in said school for a period of at least ONE (1) MONTH. If it becomes necessary for me to withdraw my child/children from V.P.S., a WRITTEN LETTER WILL BE GIVEN TO THE SCHOOL OFFICE ONE MONTH PRIOR TO THE TIME OF REMOVAL. If this is not done, I will be liable for the next month's Tuition and Day Care. My (Our) child will attend said school on the schedule and at the Tuition and Registration prices listed in this contract. I understand that NONE of the scheduled Registration, Extended Day Care or Tuition Fees is refundable.

DATE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

**DAY CARE ~ IMPORTANT:** If you plan on using Day Care you must reserve a place NOW!

YES my child will need Day Care from August 2016 to May 2017. If your Day Care plans change, please inform the school office by July 1<sup>st</sup>, 2016.

**THE FIRST MONTH'S DAY CARE FEE MUST ACCOMPANY THE FIRST MONTH'S TUITION PAYMENT.**

**DISCIPLINE CODE**

**STATEMENT OF DISCIPLINE:** Discipline promotes a child's development and growth; therefore, the staff looks upon discipline as an opportunity to teach and to train your child. It is understood that a parent is to support the efforts of their student, but not to do the work for the student, understanding that when a parent does so it may result in damage to the student's academic development.

**FORMS OF DISCIPLINARY CORRECTION:** Positive and assertive discipline is administered. We care too much for our students to let them misbehave. We back up our words with appropriate actions and give direct and positive feedback when the student does change his/her problem behavior.

**STEPS ~ Not necessarily in this order:**

1. Reasoning/talking with student.
2. Deprivation of privileges.
3. Positive contract with students/School Home Contract.
4. Mandatory Detention
5. Green Slip
6. Isolation/separating
7. Conference with parent
8. Referred to the Principal
9. Suspension either at home or in-house. No refunds for missed time from the classroom or day care.
10. Expulsion from school.

I have read the Discipline Code as stated above. I (We) therefore, give my (our) permission to the school personnel to administer Discipline Code as stated above if necessary with my child.

DATE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

Policies and rules may be changed at the sole and absolute discretion of Valley Presbyterian School at any time. The parent assumes full responsibilities for keeping abreast of current rules and policies. Upon enrollment at Valley Presbyterian School, each family unit is given a school handbook. This handbook should be kept in a handy, yet safe place. Amendments to the handbook may be sent home at anytime during the school year.

Each child must have a completed V.P.S. Contract; and completed licensed Physician's Report; a completed Identification and Emergency Information Card; and Immunization Record Card, Authorization to Treat A Minor Card and where applicable legal documents that apply to custody rights, guardianship and restraints on file prior to the starting date or the child will not be allowed to start. There will be no refunds for days missed.

**LOOKING AHEAD for RE-ENROLLING STUDENTS 2017-2018:** The Fall Registration begins on March 1, 2017 and must be paid in the school office by March 31, 2017 for the re-enrolling student. This fee will hold your place until August 1<sup>st</sup>. On July/August 5<sup>th</sup> or 20<sup>th</sup> the first month's Tuition, and Extended Day Care Fee, if applicable, is due and should be made. This insures placement for the school year 2017-2018.

**NEW STUDENTS TO V.P.S.:** All new students must pay the first month's Tuition, Extended Day Care, if applicable, Registration Fee, and Emergency Kit fees, at time of acceptance.

**NONE OF THE AFOREMENTIONED FEES ARE REFUNDABLE:** This includes Tuition, Extended Day Care, Emergency Kit fees, and Registration Fee. Re-enrollment by March 31<sup>st</sup>, will guarantee a place in school for the Fall Semester, provided the school account is kept current or paid in full. In the event of said dismissal, all tuition charges will be prorated to the last day of attendance of said pupil. On April 1<sup>st</sup> re-enrollment for the following semester will be on a first-come-first-served basis.

**PRIORITY CONSIDERATIONS ARE:**

- a. Students currently enrolled
- b. Valley Presbyterian Church family children
- c. Siblings of currently enrolled students
- d. Students best fitting individual class profiles

**CONDITIONS OF TERMINATION:** Valley Presbyterian School reserves the right to dismiss, refuse to enroll or re-enroll any child with a twenty-four hour notice at the school's discretion which is based on the following but is not limited to:

1. Non payment of tuition and or registration fees
2. Failure to complete any state mandated or school policy form
3. Violation of the principles set forth in the Valley Presbyterian School Handbook including but not limited to the teaching philosophy, operating policies, objectives and programs of the school.
4. The school is unable to meet the needs of the child.

Valley Presbyterian School does not discriminate on the basis of race, color, national or ethnic origin in enrollment nor in any school administered program. Children who are physically handicapped or emotionally disturbed shall be accepted only after evaluation by the Administrator. The decision will be based on the following:

1. The child's attendance will have no adverse effect upon other children either through direct behavior of the child or through requiring staff time needed by other children.
2. The school is able to meet the needs of the child.

**FINANCIAL POLICY:** Tuition and Day Care are based on a yearly fee for the school year. Payments may be paid by the year, semester, or divided into ten or eleven equal monthly payments. THE FIRST PAYMENT IS DUE and payable by AUGUST 5<sup>th</sup> or 22<sup>nd</sup> for re-enrolling students on the 10 month tuition plan, and those on the 11 month plan tuition is payable by July 5<sup>th</sup> or 20<sup>th</sup>. Those registering before May 31, 2016 have the option to choose the 11 month payment plan, those registering after May 31, 2016 only have the option of the 10 month payment plan.

**FULL DAY CARE: Day Care hours are 7:00a.m to 6:00p.m. WITH THE FOLLOWING EXCEPTIONS:  
ALL DAY CARE MUST BE PREARRANGED**

Full Day Care students will be cared for on the selected school days of Thanksgiving, Christmas, and Easter Vacation. (These days will be announced in August on the school calendar). Full Day Care students will be cared for on ALL half days of school.

**The Hourly Plan** If you bring your child to school more than 15 minutes early or pick up more than 15 minutes late, your child will be sent to Day Care and you will be charged at an hourly rate of \$6.00 per hour or \$1.50 for any portion of a quarter of an hour. Day Care Coupon Books are available in the school office for you to purchase for \$30.00. (Coupon books consist of: 5 hours or twenty(20) 15 minute coupons. Each ticket is worth \$1.50 for 15 minutes.) Any Day Care charges not paid at the time incurred will be subject to a \$5.00 billing charge. There will be a \$5.00 per each 5 minutes, per child, charged for pick-up after 6:00p.m. Exceptions will be made for occasional valid emergencies at the school's sole discretion.

**RELEASE OF STUDENT FROM SCHOOL PREMISES: DURING SCHOOL HOURS:** Permission to leave will be granted only to the student's parents and those designated in writing by the parent. Those authorized to take a student from the school premises must first go to the school office for identification.

**DURING DAY CARE HOURS:** The same procedure as school hours will be followed with this exception: those authorized to take a student from Day Care must go directly to the Day Care leader for identification.

**DURING THE CLOSE OF THE SCHOOL DAY:** The parent must assume sole responsibility for the student leaving with those authorized to take the student from the school grounds.

**2016 - 2017  
ELEMENTARY SCHOOL RATES**

<u>ITEM</u>	<u>ANNUAL FEE</u>	<u>PAYMENT PLAN</u>
<u>REGISTRATION-Kindergarten – 6<sup>th</sup> grade</u>	\$400.00	If paid by March 31, 2016
	\$450.00	If paid after March 31, 2016
<u>OPTION 2 PAYMENT PLAN:</u>	\$225.00 due by March 31 <sup>st</sup> & \$225.00 due by April 29 <sup>th</sup>	
<u>OPTION 3 PAYMENT PLAN:</u>	\$150.00 due by March 31 <sup>st</sup> , \$150.00 due by April 29 <sup>th</sup> & \$150.00 due by May 31 <sup>st</sup>	
	\$450.00	Any new student to V.P.S.
<u>TUITION – Kindergarten – 6<sup>th</sup> grade</u>		
10 Monthly payments	\$6,740.00	August 5 or 22, 2016 – May 5 or 22, 2017 (Monthly \$674.00)
11 Monthly payments (If registered by May 31, 2016)	\$6,740.00	July 5 or 20, 2016 – May 5 or 22, 2017 (Monthly \$612.73)
<u>FULL DAY CARE - Kindergarten – 6<sup>th</sup> grade</u>		
10 Monthly payments	\$2,300.00	August 5 or 22, 2016 – May 5 or 22, 2017 (Monthly \$230.00)
11 Monthly payments (If registered by May 31, 2016)	\$2,300.00	July 5 or 20, 2016 – May 5 or 22, 2017 (Monthly \$209.10)

**FAMILY DISCOUNT:**

A 5% discount is allowed for the second and each additional child attending V.P.S.

Discount applies to TUITION ONLY, not on any of the additional services.

10 Monthly tuition for SIBLINGS: 2 Students ~ \$1,314.30    10 Monthly tuition for SIBLINGS: 3 Students ~\$1,954.60  
11 Monthly tuition for SIBLINGS: 2 Students ~ \$1,194.82    11 Monthly tuition for SIBLINGS: 3 Students ~\$1,776.91

One time only Emergency Kit fee of \$25.00 (New Students to V.P.S.)

