



**Children of Hope Child Development Center
2017-2018 Parent Participation Agreement**

Please read and initial the following statements. If you have questions, please do not initial any item until you have had your question answered by the CoH staff and understand it completely.

_____ I understand that all programs are based on meeting minimum enrollment requirements.

_____ I understand that I must maintain updated medical information annually and be current on all immunizations required by the Department of Health.

_____ I understand that registration fees and paid tuitions are non-refundable and non-transferable under any circumstance.

_____ I understand that monthly tuition is based on a yearly fee, broken into 10 installments. No discounts are given for illnesses, vacations or absences.

_____ I understand that tuition is due on the 1st of each month, August - May. Tuition is late if received after the 10th. I understand that I can be assessed a \$15 late fee for payments received or postmarked after the due date and a \$15 late fee for NSF checks.

_____ I understand that I may mail or hand deliver my check made out to Esperanza Lutheran Church to the school office or tuition box in order to meet the deadline.

_____ I understand the importance of reading all information provided to me by CoH staff in a timely fashion including my Family Handbook, emails, notes, newsletters, flyers and Parent Orientation Packet.

_____ I understand that my child will be released ONLY to those individuals whose names are listed on the DHS health form. Release to anyone other than those listed on the DHS health form will require arrangements with the Director.

_____ I understand that my child will be released from the program if he/she cannot benefit from the program or presents a danger to self or others as determined by teacher(s) and Director.

_____ I understand that monies raised from fundraisers/events throughout the year help supplement and support programs at the school.

_____ I understand that a 30-day paid notice is required if I decide to withdraw my child from the program. Withdrawals must be done in person and submitted in writing with the Director. Registration fees and paid tuition cannot be pro-rated or refunded under any circumstance.

Parent Signature _____ Date _____