



ENROLLMENT AGREEMENT for 2026-27

Welcome to Curie Preschool!

This Enrollment Agreement outlines the policies, procedures, and financial responsibilities associated with your child's enrollment at Curie Preschool. By signing this agreement, Parent(s)/Guardian(s) acknowledge that they have read, understood, and agree to comply with the policies stated below.

1. TUITION & PAYMENT POLICIES

1. Monthly tuition is due on the **1st day of each month** and is considered late after the **3rd day of the month**.
2. Tuition payments reserve your child's placement in the program.
3. Tuition covers regularly scheduled school days only. There are no refunds, credits, or deductions for: Student absences, Vacations, Holidays, Winter break, Inclement weather closures, Emergency closures, and Temporary exclusions due to illness
4. Tuition obligations remain in effect until the school receives written notice of withdrawal in accordance with the school's withdrawal policy.

2. LATE PAYMENTS & RETURNED CHECKS

1. A late fee of **\$50.00** will be assessed if tuition is not received by the 4th day of the month.
2. A fee of **\$50.00** will be charged for any returned check or rejected payment.
3. Continued late payment or delinquent accounts may result in termination of enrollment.

3. ENROLLMENT PLAN CHANGES

1. Families may change enrollment plans once during the school year without charge.
2. Additional schedule or enrollment changes may incur a **\$25 administrative fee** per change.
3. A minimum of **30 days written notice** is required for all enrollment or schedule changes.

4. LATE PICK-UP POLICY

1. Parents/Guardians are expected to pick up their child promptly at the scheduled dismissal time.
2. A flat late pick-up fee of **\$20.00** will be charged for the first five (5) minutes after the scheduled pick-up time.
3. After the initial five (5) minutes, an additional fee of **\$2.00 per minute** will be charged until the child is picked up.
4. All late pick-up fees must be paid **in cash on the next school day**.
5. Chronic late pick-up may result in termination of services.
6. If no authorized person can be reached within a reasonable period after school closing time, Curie Preschool may contact appropriate local authorities to ensure the child's safety.

5. FIELD TRIPS, SPECIAL PROGRAMS & CAMPS

1. Additional charges may apply for:
 - Optional field trips
 - Special activities
 - Seasonal camps
 - Extended programs
2. Parents will receive advance notice and permission forms when applicable.
3. Participation in optional activities may require separate registration and fees.

6. WITHDRAWAL & TERMINATION

1. Parent(s)/Guardian(s) must provide at least **30 days written notice** before withdrawing a child from the program.
2. Tuition remains due during the notice period regardless of attendance.
3. Curie Preschool reserves the right to terminate enrollment for:
 - Nonpayment of tuition or fees
 - Repeated late pick-up
 - Failure to comply with school policies
 - Unsafe, disruptive, or inappropriate behavior



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- Failure to cooperate with school staff or administration
- 4. Curie Preschool reserves the right to determine whether the program can reasonably meet the educational, developmental, behavioral, or safety needs of a child within available staffing and resources.

7. HEALTH & SAFETY

1. Curie Preschool maintains policies and procedures designed to promote the safety and well-being of all students.
2. While reasonable precautions are taken, minor accidents may occasionally occur in a preschool environment.
3. Parents/Guardians will be notified promptly regarding any illness, injury, or incident involving their child.
4. Parent(s)/Guardian(s) authorize Curie Preschool to obtain emergency medical care if necessary and if Parent(s)/Guardian(s) cannot be reached immediately.
5. Parent(s)/Guardian(s) agree to notify the school within 24 hours, or the next business day, if the child or any member of the immediate household develops a reportable communicable illness as defined by the Virginia State Board of Health.

8. SCHOOL POLICIES & CONDUCT

1. Parent(s)/Guardian(s) and students agree to comply with all Curie Preschool policies, procedures, and behavioral expectations.
2. Curie Preschool reserves the right to refuse or discontinue services when necessary to maintain a safe, respectful, and productive learning environment.
3. No transfer of records will be released until all outstanding financial obligations are satisfied.

9. LEGAL & ADMINISTRATIVE TERMS

1. Any modifications to this agreement must be made in writing and signed by both parties.
2. This agreement shall be governed by the laws of the Commonwealth of Virginia.
3. Parent(s)/Guardian(s) agree to pay reasonable collection costs, attorney's fees, and legal expenses incurred in collecting unpaid balances if formal collection proceedings become necessary.
4. If any portion of this agreement is determined to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

PARENT/GUARDIAN ACKNOWLEDGMENT

I/We acknowledge that I/we have read, understood, and agree to comply with the policies and terms outlined in this Enrollment Agreement.

PARENT/GUARDIAN SIGNATURES

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____

STUDENT INFORMATION

Child's Name: _____

Program/Class: _____

Location: ☐ Herndon ☐ South Riding

SCHOOL REPRESENTATIVE

Administrator Signature: _____

Printed Name: _____

Date: _____