

Cornerstone Academy Day Center

2720 Arlington Drive

Alexandria, VA 22306

(703) 768-9355 (703) 494-4407 fax E-Mail: cornerstoneacademy2@gmail.com

Child's Name _____ Child's age upon enrollment _____

Full-time rate _____ Part-time rate _____ Parent fee _____

I will pay: Weekly _____ Bi-weekly _____ Monthly _____

Date	Age	Rate change	Initial	Date	Age	Rate change	Initial

Financial Agreements

I understand the following: Cornerstone is a ministry to the community sponsored by Joseph Storehouse Ministries, Inc. We are a not for profit service to the community, however, in order to meet the expense for this service, we must maintain a financial agreement for services.

- Tuition is due every Monday morning of the current week but, no later than Tuesday. If late a \$25.00 fee will be added to my account.
- If there is a past due balance on my account my child (ren) may not return until past due amount is paid.
- If my check is returned for any reason a \$50.00 return check fee will be added to my account. The check amount and fee must be paid in cash or money order before my child can return the next day. Tuition must now be paid in cash or money order.
- An annual supply fee is due every September for ages infant, toddler and school age. A book fee is due upon enrollment for preschool students age 2 – 5 and is non-refundable.
- Extended care rate is \$2.00 per minute per child for children who are here after the center closes at 6:30 p.m. Please don't be late.
- Four (4) weeks written notice is required prior to leaving Cornerstone Academy Day Center for any reason. A "Vacation Week" may not be used for that time. You will be charged the full four weeks.
- A written notice to use a "Vacation Week" is required and is given only if my account is current.
- Tuition is charged when my child(ren) is absent to maintain enrollment unless using a "Vacation Week".

For the safety of my child (ren) and others

- I will notify Cornerstone of any changes to be made in my child's folder (phone numbers, address, employment etc).
- I will update my child's shot and health records.
- I will safely escort and sign my child in and out of the center, and will make sure staff are aware of my child's entering and exiting the facility.
- I will notify the center in the absence of my child and if they will not be returning from another school.
- I will notify the center if someone other than the parents will be picking up my child(ren) or if my child will be picked up later than the usual time.
- I will make arrangements to pick up my child if they become sick and will provide a doctors note if necessary.
- I have read and understood the parent handbook and agree to comply with the rules and regulations of Cornerstone Academy Day Center.

The contract shall remain in force for the entirety of its term under conditions set forth in the parent handbook. Parents or Guardians shall be responsible for any unpaid tuition/fees. If there is an unpaid balance due after child's last day this will result in legal action taken against you to collect such fees. Our Attorneys fees to collect will be 33% of your balance due which will be in addition to your balance due.

Parent Signature

Date

Director Signature