

**Cathedral of Faith Christian School**  
**2020 Portlock Road**  
**Chesapeake, VA 23324**  
**[www.cofcs.org](http://www.cofcs.org)**

**BASIC SERVICES ADMISSION AGREEMENT**

The Cathedral of Faith Christian School, 2020 Portlock Road, Chesapeake, VA (hereinafter referred to as the “school”) is a childcare facility operated by the Cathedral of Faith C.O.G.I.C. (at the same address), 501(c)(3) a nonprofit organization, which is tax-exempt.

**Mission Statement**

To create an environment that produces well-rounded disciplined students in the area of academic understanding, knowledge, skills and develop within the child the power to reason, strong moral character and spiritual values.

**Philosophy**

Cathedral of Faith Christian School is a ministry of Cathedral of Faith Church of God in Christ and shares its facilities. It is committed to providing education for children in a loving and caring environment that is Christ-centered. Christ, who is our example, was a great teacher who sought to train the minds of His disciples to walk in the ways of responsibility and for parents to give their child Godly training. We believe an environment must be created that produces a well-rounded and disciplined student in the area of academic understanding, knowledge and skills. This environment also develops within the child’s power to reason, strong moral character and spiritual values.

In keeping with that philosophy, Cathedral of Faith Christian School is dedicated to providing a positive, supportive environment that enhances student self-esteem, increasing learning, helping each child achieve academically, encouraging self-discipline, and developing respect for authority and the rights of others. The school will incorporate student-centered activities for an environment of growth—growth that provides the opportunity to think creatively and to make decisions and choices within the appropriate limits. These activities will be carefully planned based on sound principles for child and staff development.

**BASIC SERVICES ADMISSION AGREEMENT, PG 2**

**A. BASIC SERVICES**

The school shall provide the following basic services for:

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(Name of child being enrolled) (Birthdate)

Whose parent(s) or guardian(s) is(are):

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(Name of person enrolling child) (Relationship) (Driver's License Number)

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(Name of person enrolling child) (Relationship) (Driver's License Number)

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Address	City	State	Phone
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1. \_\_\_\_\_ Before school childcare between 6:00 a.m. and 8:00 a.m.
2. \_\_\_\_\_ After school childcare between 2:30 p.m. and 6:00 p.m.
3. \_\_\_\_\_ Pre-K – Grade 2
4. The child/children shall be furnished a free breakfast for K3 through Grade 2 consisting of at least three of the basic food groups: Fruit, Grain and Milk. A free snack shall also be furnished mid-afternoon for child/children.
5. The administration of COFCS reserves the right to amend or change this policy statement as we deem necessary.
6. The child shall be given assistance with personal care as needed.
7. Children in K3 and K4 shall be provided an opportunity to nap between 1:00 p.m. and 3:00 p.m., and K5 will nap between 2:00 p.m. and 3:00 p.m. on a cot or mat provided by the school.
8. The child shall be placed in a group of peers based on age and/or special needs as determined by the staff.

### **BASIC SERVICES ADMISSION AGREEMENT, PG 3**

9. The child shall be involved in the A Beka curriculum, which is appropriate for ages of the children enrolled in the school. A balance of active and quiet play is provided for, with individual and group activities, which are geared toward the emotional, social, physical, aesthetic, and individual growth of young children.
10. The school shall assume responsibility for the child after the child has been signed in by a parent or guardian, or designated representative of the child's parents and guardians. The school staff shall retain responsibility until the child is signed out by a parent, guardian or designated representative of the child's parents or guardians.
11. The child shall be administered medication only upon the written request of the child's parents or guardians using the Medication Authorization Form. The school shall have no responsibility of any kind whatsoever for failure to provide requested prescription medication or for adverse reactions, which are caused by the administration of such prescription medication.
12. The school shall give appropriate first aid to a hurt child. A parent or guardian shall be contacted if it is the judgment of the school staff that immediate medical attention is necessary. If it is further the judgment of the school staff that the injury is of an emergency nature, paramedics shall be called to the school and a parent or guardian will be contacted.
13. An ill child shall be isolated and given appropriate care until a parent, guardian, or designated representative is notified.
14. The school shall notify the child's parents or guardian of a suspected exposure to a communicable disease.
15. The school shall make every effort to safeguard personal belongings brought by the child.
16. The Principal or any other staff member shall report to the Children's Protective Services or the Police Department, as required by the United States Penal Codes 42 USC 5771 and 42 USC 290, any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they become aware.

## BASIC SERVICES ADMISSION AGREEMENT, PG 4

### B. PAYMENT PROVISIONS

In accordance with the statement of fees in the Parent's Handbook:

- a. A non-refundable registration fee shall be paid upon enrollment.
- b. This fee is due each April for students who plan to continue in our program.
- c. Tuition shall be paid on the 1<sup>st</sup> day of each month except in September, when they shall be paid on the first day of school, and for summer session. A five-day grace period shall be considered delinquent and a 10% late fee will be charge on tuition. When the 1<sup>st</sup> or 5<sup>th</sup> comes on a weekend, payment is due the following Monday.
- d. No credit shall be given for days the school is officially closed. Tuition is the same for each month regardless of regular school holidays and school closings. Where possible, make-up days will be arranged for school closings (for snow, etc).
- e. Refunds of unused tuition fees shall be given upon two weeks following withdrawal from the program.
- f. Refunds of unused tuition fees shall be if this Agreement is terminated as provided for in the Section (D) of this Agreement.
- g. There will be a \$30 return check fee on any check that is returned. After a second returned check payment must be in the form of money order, cashier's check or credit card.
- h. Field Trips: All students who are present the day of the field trip are required to attend unless disciplinary action has been given. If the cost of the field trip is not pre-paid, it will be added to the student's account. Late arrivals will not be allowed on campus or field trip site.

### C. OBLIGATIONS OF PARENTS OR GUARDIANS

1. A parent or guardian shall furnish requested medical information not more than **ten** days after enrollment.

## **BASIC SERVICES ADMISSION AGREEMENT, PG 5**

2. A parent, guardian, or designated representative of the child's parents or guardians shall bring the child to the school building upon arrival and sign in on the appropriate register.
3. A parent, guardian, or designated representative of the child's parents or guardians shall sign the child out on the appropriate register before taking the child from the premises.
4. Make sure you have completed all forms or turned in any documents required for completion of enrollment. The deadline for completing this checklist is September\_\_\_\_, 20 \_\_\_\_.
  - a. Application
  - b. Confidential Parental Profile
  - c. Admissions Agreement
  - d. Medical Health Care Authorization
  - e. Photocopy of Birth Certificate
  - f. Current Physical Examination
  - g. Current Immunization Record
  - h. List of Authorized Pick-Up Persons
  - i. Recent Photo of Child
  - j. Photocopy of Social Security Card

If the required documents are not received by the above deadline, your child will not be allowed to return until the said documents are received.

5. The parents or guardians shall notify the school when someone other than those named on the Authorization Form will be picking up the child.
6. The parents or guardians shall provide the child with a nutritious lunch if the child is not enrolled in the lunch program. Preferably no warm-ups that require microwave oven.
7. The parents or guardians shall provide the child with a crib sheet and a small blanket or throw to use during nap periods.
8. The parents or guardians shall see that the child is dressed appropriately when brought to school, following the guidelines in the parents' handbook.

## **BASIC SERVICES ADMISSION AGREEMENT, PG 6**

9. The parents or guardians shall notify the school of the child's possible exposure to any communicable disease.
10. The parents or guardians shall give two weeks' notice or forfeit tuition and fees in case of withdrawal from the program.
11. The parents or guardians shall abide by the rules of the school.
12. The parents or guardians shall respect the operating policies and procedures of our Christian program.
13. The parents or guardians shall refrain from-reprimanding child/children of other families while on the school premises.
14. The parents or guardians shall come to school for conferences when asked to do so by a member of the school's staff.

### **D. TERMINATION OF THE AGREEMENT**

This Agreement shall be terminated if any or more of the following occur,

1. Relocation of parent(s) or guardian(s).
2. Death of the child.
3. Serious illness of the child, preventing school attendance.
4. The parents or guardians allow their account to become delinquent.
5. Failure of the parents or guardians to honor the obligations listed in this agreement or in any rules, regulations, or manuals promulgated or provided by the school.
6. The school in its sole and unfettered discretion determines that it is unable to meet the needs of the child.
7. The school in its sole and unfettered discretion determines that it is not in the best interest of the school or other children enrolled at the school to have the child in attendance.

## **BASIC SERVICES ADMISSION AGREEMENT, PG 7**

8. Failure of the child's parents or guardians to cooperate with the school which the school determines in its sole and unfettered discretion is serious enough to warrant terminations.

### **PROCEDURE**

In exercising its discretion under numbers 5, 6, 7 and 8 above, the school may require the child and/or child's parents or guardians to attend conference(s) with the school personnel regarding the matters that potentially warrant termination of the agreement. The child's parents or guardians may request a conference with school personnel regarding the matters that potentially warrant termination, but the school has no obligation to grant any such request.

The school's principal or staff shall have the sole right and responsibility to determine any disputed factual matter regarding termination of this agreement.

### **E. MODIFICATION CLAUSE**

This agreement may be modified whenever any circumstances covered by the agreement changes. Such modifications may only be made in writing, and must be designed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforced under any condition.

### **F. OTHER**

This provides that:

The parties to this agreement are aware of the Cathedral of Faith Christian School's right to interview the child and the school staff, and to inspect and audit all records maintained by the school, without securing the prior consent of anyone. The parties are also aware of the Cathedral of Faith Christian School's right to observe the physical condition of the child, including conditions indicating abuse or neglect.

## **BASIC SERVICES ADMISSION AGREEMENT, PG 8**

For services rendered as listed on the Agreement, and in accordance with the terms of this Agreement, I or we agree to pay Cathedral of Faith Christian School tuition payment of \$ \_\_\_\_\_ or prorated amount thereof per date of enrollment of \_\_\_\_\_.  
(Child's Name)

### **Tuition Payment**

There are several basic payment options to make tuition payments. The tuition plans are as follows:

1. Full Payment (1 Payment) – The entire tuition is due on or before August 15th.
2. Semi-Annual (2 Payments) – Half of the tuition is due on or before August 15th and December 15th.
3. Bi-Monthly Payments – (4 payments) – Bi-Monthly payments are due on or before the 1st or 15th (based on your choice) of the month (August, October, December, and February). All Bi-Monthly payments must be debit only.
4. Monthly Payments – (8 payments) – Monthly payments are due on or before the 1st or 15th (based on your choice) of the month (August through February). All Monthly payments must be debit only.
5. Monthly Payments – (10 payments) – Monthly payments are due on or before the 1st or 15th (based on your choice) of the month (August through May). All Monthly payments must be debit only.
6. Bi-Weekly Payments – (20 payments) – Bi-Weekly payments are due on or before the 1st or 15th (based on your choice) of the month (August through May). All Bi-Weekly payments must be debit only.

All tuition payments are due in full on the 1<sup>st</sup> of each month and must be paid in a timely fashion, unless the student is officially withdrawn from school. Said payments will be made on or before the 5<sup>th</sup> of the month or the next school day thereafter. Persons paying weekly or biweekly payments on Mondays must pay the full month's tuition from August to May. A late fee of 10% of the tuition cost will be added to the account if payment is not received at the designated time. There will be a \$30.00 charge on all returned checks.

**BASIC SERVICES ADMISSION AGREEMENT, PG 9**

I understand that if I arrive after 6:00 p.m. to pick up my child, I will be charged \$5.00 for the first minute plus \$1.00 for every minute that I am late.

I understand that in the case of withdrawal, two weeks' notice is required.

I understand that COFCS does not prorate tuition for partial attendance.

Tuition that is paid in full for the entire year will be discounted by 5%. This discount does not apply to school age programs, special programs, registration, supply fees, or deposits.

**DEPOSITS, REGISTRATION FEES AND SUPPLIES ARE NON-REFUNDABLE. STUDENT RECORDS WILL ONLY BE RELEASED IF ALL FINANCIAL OBLIGATIONS HAVE BEEN PAID IN FULL.**

I or we agree to pay the following non-refundable registration fee of \$\_\_\_\_\_, book fee of \$\_\_\_\_\_, before school care fee of \$\_\_\_\_\_, after school care of \$\_\_\_\_\_.

I or we agree to cooperate with the policies of the school, to perform the obligations of parents or guardians set forth in the Agreement, and to abide by the rules, regulations, and manuals promulgated and provided by the school. The affixed signatures below indicate that the terms of this Agreement have been fully explained and are understood by the signatories. It is understood that the school has the right to recover any delinquent fees provided by civil law including reasonable attorney fees as may be necessary.

Signature\_\_\_\_\_ Date \_\_\_\_\_

Signature\_\_\_\_\_ Date \_\_\_\_\_

Administrator of School \_\_\_\_\_ Date \_\_\_\_\_

Admission Date \_\_\_\_\_ Date Withdrawn \_\_\_\_\_

**OFFICE USE ONLY**

**Received by:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**File Created by:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**QB Set Up by:**\_\_\_\_\_ **Date:**\_\_\_\_\_