

# McFalls Academy Enrollment Contract

This is a contract between McFalls Academy, L.L.C. and the parents/guardians of the student listed below. The purpose of this contract is to define certain obligations to ensure a successful school year for your child and avoid misunderstandings between the school and the family.

**1. REGISTRATION FEE:** A non-refundable registration fee of \$100.00 is due at the time of enrollment.

**2. TUITION PAYMENTS & LATE FEES:** You may choose to pay monthly over the course of 10 months or 12 months. You may also choose to pay semi-monthly. If you opt for the semi-monthly option, automatic recurring payments are mandatory. Semi-monthly payments are paid every other Monday.

If you opt to pay tuition once a month, tuition must be paid the first Monday of the month. A \$10.00 late fee will be charged for each day that tuition is late. If your payment is two weeks late, your child will be unenrolled from McFalls Academy until the balance and acquired late fees are paid. Should you wish to re-enroll, there must be a spot available for us to receive your child back and you must pay the non-refundable enrollment fee of \$100 at the time of re-enrollment.

Families who pay the fees and tuition in full by August 20, 2021 will receive a 6% discount off of their year's tuition per child.

Families who enroll more than one child at a time will receive a 20% off discount for each additional child.

**3. PRORATES:** Children who enroll after the opening of the school year will be charged a prorated amount for the month in which they enter. For example, if the child enters the 2nd week of the month, you will pay for 3 weeks of that month and if your child enters on the

last week of the month, you will pay for that week only. Regular tuition begins on the first full month following enrollment.

#### **4. WITHDRAWALS AND TUITION REFUNDS:**

McFalls Academy, L.L.C. will not issue refunds for absences or inclement weather days. For extended absences (30 continuous days or more), the family will not be able to “hold” their place in the program unless they continue paying monthly tuition throughout the extended absence. If they decide to give up their place in the program due to an extended absence, the family must understand they will need to re-enroll and pay a new enrollment fee of \$100.00 upon return and there may not be a spot open for their child(ren) at that time.

School budgets are made based on anticipated student enrollment. Thus, families who withdraw are still required to pay tuition for the period of time outlined in their enrollment contract. Tuition for August-December is due if a student withdraws after the first day of school. Tuition for January-May is due if a student withdraws after January 3, 2022. Exceptions may only be made in extreme circumstances and will be considered on a case-by-case basis.

Failure to abide by this policy could result in legal action. Should such issues need to occur in court, the parents/guardians are responsible for paying any court costs.

**5. HEALTH REGULATIONS:** Kindergarten students as well as first graders who are new to McFalls Academy need to provide the following by the first day of school. New first graders may provide previous forms or have their previous school mail the forms to McFalls Academy at 600 East Oak Street, Louisville, KY 40203:

- Health Care Examination Form
- Kentucky Certificate of Immunization Status
- Dental Screening Form
- Vision Exam Form

***All forms must be signed by a health professional. Children must be fully toilet trained to attend McFalls Academy.***

**6. REQUIRED FORMS:** A Medical Release form (included with your Enrollment Form) must be submitted at the time of enrollment. Your signature on this form authorizes McFalls Academy L.L.C. to obtain immediate medical care if a medical emergency occurs and the parents cannot be contacted immediately. Such care may be from a physician or hospital other than the family's physician if there is insufficient time to contact the family's physician.

If your child has an allergy and/or medication that will need to be administered by school staff, a Medical Authorization Form must be completed and returned to McFalls Academy L.L.C. before school begins. You must also present your child's birth certificate before the first day of school.

***Parents are responsible for updating these forms when changes occur.***

**7. STUDENT HEALTH:** Children should be sent to school ready to participate in the daily activities. Children should be kept home if ill, which includes fever, vomiting, or diarrhea in the last 24 hours.

**8. ACCIDENTS/ILLNESS/INSURANCE:** The school strives to maintain a healthy, safe environment for children. We will not admit a child who is ill to the classroom. If a child becomes ill during the school day, we will notify parents. Parents should pick up the child or make arrangements for someone on the child's Transportation authorization Form to pick up the ill child within an hour of being notified by the school.

McFalls Academy L.L.C. will not be held responsible for the consequences of an accident or illness at school, whether on or off school grounds. The parent is responsible for the payment of medical expenses.

**9. PARENT CONFERENCES:** McFalls Academy L.L.C. will schedule Fall and Spring parent-teacher conferences for students in an effort to maintain excellent communication between school and home. The parent or teacher may request additional conferences at any time.

**10. ARRIVAL AND DISMISSAL:** Student supervision is available beginning at 8:30 a.m. with no additional charge and will NOT be provided earlier than 8:30 a.m. Children are only

released to those listed on their Enrollment Form. Parents are expected to pick up their children on time. You will be charged a \$1.00 fee for every minute you are late picking your child up. You will have a 5-minute grace period after 3:45 then a \$1.00/minute late pick up fee will be added to your next tuition bill beginning at 3:45 p.m.

**11. FUTURE ENROLLMENT:** Enrollment for the current year does not imply automatic enrollment in a class for the next school year.

**12. DISPUTE RESOLUTION:** Occasionally, problems arise which cannot be easily resolved. Should such a situation occur, parents should notify the teacher who will attempt to reach a solution.

**13. MCFALLS ACADEMY, L.L.C RESERVES THE RIGHT TO:**

- Request the withdrawal of a child who is having trouble adjusting to school;
- Suspend or dismiss a child for unmanageable behavior;
- Suspend or dismiss a child with educational or medical needs for which the school is not equipped to manage;
- Discontinue services to a family not meeting financial obligations on a timely basis;
- Discontinue service to a family if we believe we are unable to satisfy their expectations.

**My submission of information to register my child AND my payment of the \$100 enrollment fee constitutes my agreement that I have read this Parent-School contract, understand the terms set forth therein, and will follow the policies contained within this document and the McFalls Academy, L.L.C. Handbook.**

Student Name: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_