

Release / Signature Form

Child name: _____

2023/2024 School Year

LAST

FIRST

MI

Please **initial** each area indicating that you have agreed to these school policies.

Medical release:

_____ In an emergency, the school has my permission to call for rescue, assistance or transport to the Emergency Room of the nearest hospital. The hospital and medical staff has my authorization to provide treatment that a physician deems necessary for the well being of my child. The parent assumes responsibility for any cost of medical care or transport.

Child safety seat release:

_____ I agree to follow the Virginia laws regarding car seat or booster seat use for my child while on school grounds and parking areas. I understand that the school is not liable for my child after my child is placed in the vehicle. I agree to follow the school policies for the parking lot and the Kiss and Ride procedures.

Photograph release:

_____ I understand that the school or a local newspaper may take photos during special events and activities during the school year. I give my permission for my child's photo to be published on our website, at school or in a local newspaper. (Names are not listed; this is just to show typical classroom activities or school events.) I understand that HBCPK has cameras throughout the facility to enhance safety of the students.

Record Release:

_____ I give permission for HBCPK to release my child's records to the school he/she will be attending next.

Acknowledgment of Fees and Tuition Policies:

I understand and accept the following school policies regarding fees and tuition, to include but not limited to:

_____ The registration fee is due prior to registration day.

_____ Tuition is due and payable on the **1st day of each month**, and is late if remitted after dismissal on the 5th day of the month. The late fee for tuition is \$25.00. After the 9th of the month there is an additional \$25 late fee if tuition is still unpaid. The annual tuition includes dates from Sept – May for preschool, and Sept – mid June for K, and is divided into 9 (preschool) or 10 (kindergarten) monthly installments for your convenience.

_____ In the event of withdrawal of student (s), parents must give a 30 day notice in writing to the school and then the tuition deposit is applied to the 30-day withdrawal period with the exception of April or May. There are no refunds after March; tuition must be paid in full.

_____ The returned check fee or NSF Renweb fee is \$40.00 to cover the bank service charge. After a second returned check, all future tuition payments must be paid in cash.

_____ If you are late in picking up your child more than 10 minutes, a late pick up fee will apply. The fee is \$10 for the first 10 minutes, plus \$1.00 per minute thereafter. The payment is due by the next school day. Parents who have been charged late pick up fees more than three times during the school year may cause their child(ren) to be dismissed from the school.

_____ Student accounts in arrears or with outstanding fees will not be eligible to register the next year or attend graduation.

_____ There is no tuition reimbursement for absences, closures for weather or unforeseen circumstances.

_____ Each family is required to volunteer a total of five (5) hours throughout the school year or may choose to pay \$50 per family instead of volunteering (see handbook for a variety of ways to volunteer).

Your signature below verifies your acceptance of these school policies and those detailed in the HBCPK Parent Handbook distributed in September.

Signature

Print name

Date