

Signature/Release Form

Child name: _____

2010/ 2011 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. HBCPK is not financially responsible for the medical care of your child as stated in the HBCPK Parent Handbook.

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:

_____ Upon enrollment at HBCPK you automatically grant permission for your child to be photographed or filmed in a video presentation for school families, or for use in promotional materials. Names, addresses or personal information is not disclosed or given unless we have specific parent permission. Care is given for confidentiality and privacy protection to all of our students, their families and our staff.

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 at the time of registration and is non-refundable.

_____ The curriculum fee and tuition deposit are due within 10 days of receiving the confirmation letter.

_____ 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.

_____ 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 \$30.00. The annual tuition includes dates from Sept – May for preschool, and Sept – mid June for K, and is divided into 9 or 10 monthly installments for your convenience.

_____ The returned check 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 fees more than three times during the school year can be cause their child(ren) to be dismissed from the school.

_____ If your child is absent or school is closed for inclement weather or other unforeseen events, there is no reimbursement of funds.

Your signature below verifies your acceptance of these school policies and all other content in the HBCPK Parent Handbook.

Signature

Print name

Date