

Huguenot Road Baptist Church Child Development Center Policies

1. **Due Dates and stipulations:**

- a. Tuition: is divided by 10 months with the first payment due May 1, 2025. The next tuition payment is due on August 1, etc. A late fee of \$25.00 will be imposed for tuition received after the fifteenth (15th) of each month.
- b. Activity Fee: The activity fee of **\$150.00** is due September 1.
- c. Registration: The registration fee of **\$125.00 (or \$95.00 if completed by December 31, 2024)** is **non-refundable**.

2. **Returned Checks:** There will be a \$35.00 fee for all checks returned to us for insufficient funds, etc.

3. **School hours:**

- Toddlers & 2yr olds = 9:15 am – 12:20pm.
- Older 3 yr, 4 yr and 5 yr olds 9:15am – 1:00pm
- A parent arriving after 12:40 (or 1:10) is considered late and a \$25.00 fee may be imposed. Children should not arrive before 9:15 am to allow teachers time to prepare for the day.

4. **I affirm** by my signature below that I acknowledge my child in a 3, 4, or 5 yr old class be **independent** in potty training skills before the start of school in August (a medical waiver may be accepted).

5. **Required Forms:**

- a. **Birth Certificate:** Virginia law requires that a copy of each child's birth certificate be provided for all children new to the CDC program **before your child's first day of school.**
- b. A **Virginia School Entrance Health Form** signed and completed by your child's physician must be returned to the CDC office **before your child's first day of school.** **All immunizations must be current.**

6. **Student Withdrawal:**

- a. **One month's** notice is required to withdraw your child from the CDC program.
- b. If a child is unable to adjust to the CDC Program, after consultation with the Teacher and the Director, withdrawal may be necessary.