

**KIDS IN DISCOVERY**  
**Discovery United Methodist Church**  
**13000 Gayton Road – Henrico, Virginia 23233**  
**Phone: 804.360.7421 Fax: 804.360.5492**  
**Email: [kidsindiscovery@discoverymethodist.org](mailto:kidsindiscovery@discoverymethodist.org)**  
**[www.kidsindiscovery.org](http://www.kidsindiscovery.org)**

### MONTHLY ENROLLMENT CONTRACT 2022 - 2023

1. **Deposit:** I agree to pay one month's deposit in the amount of one month's class fee and tuition in 8 monthly payments. The deposit is due by July 15th and is non-refundable.
2. **Tuition:** Tuition payments will begin September 1<sup>st</sup> and are payable on the 1<sup>st</sup> of each month through April 1<sup>st</sup>. The deposit will be applied to the May tuition so there is no monthly payment due in May as long as your child remains enrolled all year. Should you decide to withdraw your child before May, you would forfeit your deposit. After the 5<sup>th</sup> of each month, tuition will be considered late with a \$25 charge, and after the 15<sup>th</sup> of the month, there will be a \$35 late charge. There will be a \$50 service charge on all returned checks.
3. **Enrollment & Withdrawal:** This contract secures a position at Kids in Discovery for the school year. You agree to pay tuition each month. The monthly tuition amounts are listed below. (There is a 2% discount if you pay for the entire year up front.) Kids in Discovery has the right to refuse/withhold/terminate services at any time for behavior or other issues that cause disruption to other students. Tuition paid will not be refunded and will not be prorated. You must provide written notice to the Director if you plan to un-enroll your child.
 

a. 2-day 2-year-old class	\$249.00/month
b. 3-day 2-year-old class	\$350.00/month
c. 5-day 2-year-old class	\$490.00/month
d. 3-day 3-year-old class	\$322/month
e. 4-day 3-year-old class	\$380/month
f. 5-day 3-year-old class	\$463.00/month
g. 4-day PreK 4-year-old class	\$383.00/month
h. 5-day PreK 4-year-old class	\$466.00/month
4. **School Closure** – In the event that the school needs to close for an extended period of time due to the pandemic, government forced closure, or other reason beyond our control tuition will be prorated as listed below. In addition, Kids in Discovery will move to virtual (online) learning as listed.
  - a. School closed for 14 consecutive days – 1 month: Tuition will be paid as normal. Kids in Discovery will transition to virtual learning.
  - b. School closed for 1 – 2 months: Half tuition payment is due, virtual learning will continue.
  - c. School closed for more than 2 months: No tuition will be due, virtual learning will end.
  - d. These scenarios are based on current recommendations and are subject to change. The Director will communicate with parents about the different situations and what is happening.
  - e. Once school is back in session regular tuition payments will resume.
  - f. You also have the option of withdrawing when any of these situations occur however your child would NOT be eligible to participate in any of the virtual learning that would happen. In addition, there is no guarantee that their spot would be available when school reopened. There is an Opt-out option of 25% increased monthly tuition. With this option a family may choose to withdraw at any time and be released from the monthly enrollment contract.
5. **Default:** Failure to pay monthly tuition as required herein constitutes a Default. In the event of Default which is not cured within a month Kids may pursue (1) all remedies allowed by

applicable law; (2) refuse to allow your child to attend early morning drop off, Lunch Bunch or Enrichment; (3) Suspend or dismiss your child from Kids in Discovery; (d) refuse future enrollment for your child or other children in your family. You agree to pay upon demand all costs and expenses, including court costs, collection costs, and reasonable attorney's fees incurred by Kids in Discovery in enforcing the terms of this Enrollment Contract. This Enrollment Contract shall be governed by the laws of Virginia and contains the parties' entire agreement. Should litigation be necessary to enforce the terms of this Enrollment Contract, the parties consent to venue in the courts of the County of Henrico.

6. **Immunizations:** I agree to provide Kids in Discovery with current immunization records, original birth certificate, and full completed information form before my child will be admitted into any of the preschool classrooms.
7. **Sickness:** (A) Kids in Discovery agrees to notify me whenever my child becomes ill, and I will arrange to have my child picked up as soon as possible, not more than 30 min, if so, requested by the school. (B) **Medical Authorization:** I authorize Kids in Discovery to obtain immediate medical care for my child if any emergency occurs when I cannot be located immediately. (C) **Communicable Disease:** I agree to inform the school within 24-hours or the next business day after my child or any member of my immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases which must be reported to the school immediately.
8. I give permission for my child to be included in evaluations and pictures connected with the program.
9. **Pick-up** is promptly at 12:00 pm. I understand that there is a \$15 late fee for picking up my child after 12:10 pm. If consistently picked up after 12:00pm, additional fees will incur. If this problem continues my child's enrollment may be terminated.

\_\_\_\_\_  
**Print Student's Name**

\_\_\_\_\_  
**Class/Monthly Fee Child is enrolled in**

\_\_\_\_\_  
**Print Father or Guardian Name**

\_\_\_\_\_  
**Father or Guardian Signature**

**Date**

\_\_\_\_\_  
**Print Mother or Guardian Name**

\_\_\_\_\_  
**Mother or Guardian Signature**

**Date**

\_\_\_\_\_  
**Administrator of Kids in Discovery Signature**

\_\_\_\_\_  
**Date**

**This is a legal document. When completed and executed, it becomes a legally binding contract. If not understood, legal advice should be obtained before it is signed. You may wish to retain a copy for your records.**

**FOR OFFICE USE ONLY:**

**Date Child Enrolled:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date Child Terminated:** \_\_\_\_/\_\_\_\_/\_\_\_\_