

Cathedral of Faith Christian School
2020 Portlock Road
Chesapeake, VA 23324
757.545.8050 |www.cofcs.org

ADMISSION AGREEMENT

Preamble:

The Cathedral of Faith Christian School, 2020 Portlock Road, Chesapeake, VA (hereinafter referred to as the “school”) is a childcare facility operated by the Cathedral of Faith C.O.G.I.C. (at the same address), 501(c)(3) a nonprofit organization, which is tax-exempt.

Mission Statement

To create a nurturing environment that produces well-rounded disciplined students in the areas of academic understanding, knowledge, skills and develop within the child the power to reason, as well as establish strong moral character and spiritual values.

Our Philosophy

Cathedral of Faith Christian School is a ministry of Cathedral of Faith Church of God in Christ. It is committed to providing education for children in a loving and caring environment that is Christ-centered. Christ, who is our example, was a great teacher who sought to train the minds of His disciples to walk in the ways of responsibility and for parents to give their child Godly training. We believe an environment must be rich in varied based on experiences in curricular learning that accommodate different learning styles.

In keeping with that philosophy, Cathedral of Faith Christian School is dedicated to providing a positive, supportive environment that enhances student self-esteem, increasing learning, helping to inspire each child achieve to reach his/her maximum academic potential academically, encouraging self- discipline, and developing respect for authority and the rights of others. The school will incorporate student-centered activities for an environment of growth—growth that provides the opportunity to think creatively and to make decisions and choices within the appropriate limits. These activities will be carefully planned based on sound principles for child and staff development.

Welcome

On behalf of the COFCS Staff I would like to welcome you! We are thrilled you chose us to provide your child(s) education and care needs. Thank you for making Cathedral of Faith Christian School a larger family!

Sincerely,
Andre B Small
Principal

Enrollment Checklist:

All completed forms must be turned in to complete the enrollment process. Below is a checklist of documents needed. The deadline for completing this checklist is _____.

- a. Application
- b. Confidential Parental Profile
- c. Admissions Agreement
- d. Medical Health Care Authorization
- e. Photocopy of Birth Certificate
- f. Current Physical Examination
- g. Current Immunization Record
- h. List of Authorized Pick-Up Persons
- i. Recent Photo of Child
- j. Photocopy of Social Security Card

**If the required documents are not received by the above deadline, your child will not be allowed to return until the said documents are received.

Financial Fees:

I or we agree to pay the following non-refundable registration fee of \$_____, book fee of \$_____, before school care fee of \$_____, after school care of \$_____.

| Enrollment Fees | | | |
|-------------------------|---------------------|----------------------------------|------------------------|
| Registration Fee | | | |
| Textbook Fee | | | |
| K-3 | | | |
| K-4 | | | |
| K-5 | | | |
| 1st | | | |
| 2nd | | | |
| Enrollment Grade | Annual Total | 10 Month Plan (Aug – May) | Bi- Weekly Plan |
| | | | |
| | | | |

Before/ Aftercare

| Annual Total | 10 Month Plan (Aug – May) | Bi- Weekly Plan |
|---------------------|----------------------------------|------------------------|
| | | |
| | | |

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Tuition Payment /Payment Plan Option(s) Pick One

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There are several basic payment options to make tuition payments. The tuition plans are as follows:

1. _____ Full Payment (1 Payment) – The entire tuition is due on or before August 15th.
2. _____ Monthly Payments – (10 payments) – Monthly payments are due on or before the 1st or 15th (based on your choice) of the month (August through May).
3. _____ Bi-Weekly Payments – (20 payments) – Bi-Weekly payments are due on or before the 1st or 15th (based on your choice) of the month (August through May). All Bi-Weekly payments must be debit only.

Payments can be made via Certified Funds, Check, Money Order, Bank Card, PayPal

Vacations, Holidays, Illnesses, & June: Tuition is the same for each month regardless of regular school holidays and school closings. Where possible, make-up days will be arranged for school closings (for snow, etc). **No credit shall be given or be available for days the school is officially closed.** _____ **(Initial Here)**

Tuition is the fee's required to hold and reserve a child(s) spot at our school. Tuition is due on or before the first of each month if the Monthly option was chosen. If you chose the Bi-Weekly option the 1st payment will be due before or on the first of the month and the second payment on or before the 15th of the month. If the first tuition payment has not been received prior to September 1 a final invoice will be issued in the month of June. Our tuition rates run on a 10 Month Payment Plan starting in August, however if first month's tuition is not received by August 10th, full tuition amount of Final Payment invoice will be issued in June. _____ **(Initial Here)**

All payment plan option is required to be automatically deducted from the designated debit card on file.

If enrollment is after start of the school year the prorated amount is \$_____, there after the normal tuition proceeding will be the rate listed above.

*Tuition that is paid in full for the entire year will be discounted by 5%. This discount does not apply to before and after school program, registration, supply fees, or deposits.

***DEPOSITS, REGISTRATION FEES AND SUPPLIES ARE NON-REFUNDABLE. STUDENT RECORDS WILL ONLY BE RELEASED IF ALL FINANCIAL OBLIGATIONS HAVE BEEN PAID IN FULL**

Department of Social Services (DSS State Payment Plan):

If you qualify for this program the policy is as follows: Cathedral of Faith Christian School will follow up with all required documents needed to qualify for this state program. Eligibility is determined and approved via a case worker. Until approval all fee's and tuition is the responsibility of the parent/guardian to be paid in accordance with this agreement. Families using

the state subsidy program are responsible for paying any and all amounts not covered by the state.

Late Fee:

All tuition payments are due in full on the 1st of each month and must be paid in a timely fashion, unless the student is officially withdrawn from school. Said payments will be made on or before the 5th of the month or the next school day thereafter. Persons paying weekly or biweekly payments on Mondays must pay the full month's tuition from August to May. A late fee of 10% of the tuition cost will be added to the account if payment is not received at the designated time. There will be a \$30.00 charge on all returned checks.

Termination of Agreement:

This Agreement shall be terminated if any or more of the following occur,

1. Relocation of parent(s) or guardian(s).
2. Death of the child.
3. Serious illness of the child, preventing school attendance.
4. The account becomes delinquent: Face expulsion and/or legal costs.
5. Failure of the parents or guardians to honor the obligations listed in this agreement or in any rules, regulations, or manuals promulgated or provided by the school.
6. The school in its sole and unfettered discretion determines that it is unable to meet the needs of the child.
7. The school in its sole and unfettered discretion determines that it is not in the best interest of the school or other children enrolled at the school to have the child in attendance.
8. Failure of the child's parents or guardians to cooperate with the school (which the school determines) in its sole and unfettered discretion is serious enough to warrant terminations.

Modification Clause:

This agreement may be modified whenever any circumstances covered by the agreement changes. Such modifications may only be made in writing, and must be designed and dated by

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the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforced under any condition.

Family Clause:

The parties to this agreement are aware of the Cathedral of Faith Christian School’s right to interview the child and the school staff, and to inspect and audit all records maintained by the school, without securing the prior consent of anyone. The parties are also aware of the Cathedral of Faith Christian School’s right to observe the physical condition of the child, including conditions indicating abuse or neglect.

Late Pick Up:

I understand that if I arrive after 6:00 p.m. to pick up my child, I will be charged \$5.00 for the first minute plus \$1.00 for every minute that I am late.

I understand that in the case of withdrawal, two weeks’ notice is required.

I understand that COFCS does not prorate tuition for partial attendance.

Signature Page:

I or we agree to cooperate with the policies of the school, to perform the obligations of parents or guardians set forth in the Agreement, and to abide by the rules, regulations, and manuals promulgated and provided by the school. The affixed signatures below indicate that the terms of this Agreement have been fully explained and are understood by the signatories. It is understood that the school has the right to recover any delinquent fees provided by civil law including reasonable attorney fees as may be necessary.

Signature _____ Date _____

Signature _____ Date _____

Administrator of School _____ Date _____

OFFICE USE ONLY

Received by: _____ **Date:** _____

File Created by: _____ **Date:** _____

QB Set Up by: _____ **Date:** _____

Admission Date _____ Date Withdrawn _____

CATHEDRAL OF FAITH CHRISTIAN SCHOOL