

**Vienna Presbyterian Church Preschool**  
**124 Park Street, NE**  
**Vienna, VA 22180**

2022 – 2023 School Year Contract
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Days of Attendance	Monthly Tuition	Annual Supply Fee	Payment Due
3 Day 2.5, 3 (M-W)	\$320	\$105	\$425
4 Day 3 (M-Th)	\$430	\$140	\$570
4 Day PreK (M-Th)	\$500	\$140	\$640

We the parents of \_\_\_\_\_ (student name) agree to make 9 tuition payments in the amount of \_\_\_\_\_ (monthly tuition amount) for enrollment in VPC Preschool from September 2022 through May 2023. **We agree to pay May 2023 tuition and the annual supply fee, both of which are non-refundable, as a prepayment which is due March 1<sup>st</sup> for new families and May 1<sup>st</sup> for currently enrolled and alumni families.**

We acknowledge that tuition is due on the first day of each month. **Tuition received after the 10<sup>th</sup> of the month, regardless of student absence, weekends, school closures or holidays, will be deemed late and will incur at \$15 late fee.** If tuition payment is not received by the last day of the month, VPCP reserves the right to withdraw your child from the program. **To cancel this contract, written notification to the Director of the preschool must be made thirty days prior to withdrawal. One month of tuition is due beyond the date of your written withdrawal notice.**

Monthly tuition payments and annual supply fees are non-refundable without exception. In the event of illness of a student or staff requiring quarantine, tuition will not be refunded for missed days of school. No refunds will be given for already collected tuition and fees. For example, if school closes for part of a month and that tuition has already been paid, there will be no pro-rated refunds. If school is closed at the start of a month, no tuition will be billed until school is reopened, and that month will be pro-rated.

All VPC Preschool students must be age appropriately immunized with the minimum requirements according to the VA Department of Health's *Regulations for the Immunization of School Children*, unless there is a documented medical reason signed by a physician exempting the child from certain vaccinations. **All children will be required to submit the Commonwealth of Virginia School Entrance Health form by the first day of school.**

In addition, VPC Preschool's duties and obligations under this contract shall be suspended immediately without notice during all periods that VPCP is closed because of force majeure events including, but not limited to fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond the school's control. If such an event occurs, VPCP's duties and obligations in the contract will be postponed until such time as the school, in its sole discretion, may safely reopen.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_