

ADDITIONAL DAYS Extended Care Enrollment Contract 2018-19

5225 BACKLICK ROAD
SPRINGFIELD, VA 22151
PH. 703-354-4222 / FAX 703-750-1306
www.wolca.org

Please enroll the following students in the Word of Life Christian Academy **Extended Care Program** for the **Additional Days**. (*Dates listed below*)

Child's Full Name	Grade 2018-19

**Noon Dismissal
Additional Days**

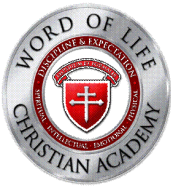
12:00 p.m. - 4:00 p.m. \$20/day
8:00 a.m. - 4:00 p.m. \$40/day

If enrolling for individual days, please check below the dates your student (s) will be attending:

DATE	HOURS	EVENT	✓ If needed
TH, NOV. 1	8:00-4:00	TEACHER WORKDAY	
F, NOV. 2	8:00-4:00	TEACHER TRAINING	
W, NOV. 21	12:00-4:00	NOON DISMISSAL	
W, DEC. 21	12:00-4:00	NOON DISMISSAL	
TH, DEC. 27	8:00-4:00	HOLIDAY CARE	
F, DEC. 28	8:00-4:00	HOLIDAY CARE	
M, DEC. 31	8:00-4:00	HOLIDAY CARE	
W, JAN 2	8:00-4:00	HOLIDAY CARE	

DATE	HOURS	EVENT	✓ If needed
TH, JAN. 24	8:00-4:00	TEACHER WORKDAY	
F, JAN. 25	8:00-4:00	TEACHER TRAINING	
TH, MARCH 28	8:00-4:00	TEACHER WORKDAY	
F, MARCH 29	8:00-4:00	TEACHER TRAINING	
M, APRIL 15	8:00-4:00	HOLIDAY CARE	
T, APRIL 16	8:00-4:00	HOLIDAY CARE	
W, APRIL 17	8:00-4:00	HOLIDAY CARE	
TH, APRIL 18	8:00-4:00	HOLIDAY CARE	
M, APRIL 22	8:00-4:00	HOLIDAY CARE	
W, JUNE 12	12:00-4:00	NOON DISMISSAL LAST DAY	
TH, JUNE 13	8:00-4:00	TEACHER WORK DAY	
F, JUNE 14	8:00-4:00	TEACHER WORK DAY	





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WOLCA Extended Care Additional Days Fee Computation						
Option 1	All Additional Days	Annual Cost		# of Students		Subtotal
		\$500	x		=	\$
Option 2	# of Individual Days*	Cost per Day		# of Students		
	# of Full Days _____	\$40	X		=	\$
	# of Half Days _____	\$20	x		=	\$
				TOTAL COST	=	\$

(Balance to be divided into 9 monthly payments starting on the 15th of September.)

By signing below I understand that my Extended Care payments must be made through FACTS, in the same manner as my tuition payments.

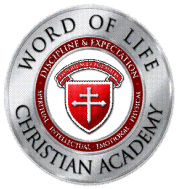
I have read the Extended Care Enrollment Contract and fully agree to abide by the policies as set forth in its entirety. I understand that this agreement will be strictly enforced. I agree to pay all financial obligations to Word of Life Christian Academy promptly when due. I agree to uphold the rules and regulations of WOLCA as set forth in the Parent/Student Handbook. I give consent for my child to participate in all regular Extended Care activities unless I notify the administration in writing otherwise. I understand the school will keep me informed of special activities well in advance. I also agree not to bring/leave my child in Extended Care if full payment of my balance has not been made by the due date.

Name of Responsible Party (printed): _____

Signature: _____ Date: _____

Please complete and return pages 1 and 2 of this form to the school office addressed to the Extended Care Director.





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Parent Information-Please Detach and Keep for Your Records

Additional Days Extended Care Enrollment Contract

REFUNDS: Fees are based on an annual schedule. No refunds will be given in the case of illness, absence, suspension, holidays, or school closing or delays.

PAYMENT: Payments are made through FACTS Tuition Management System. Payment of all fees must be current. All accounts with an unpaid balance will be considered delinquent. Any family whose account is not current will not be permitted to use the service until the account is made current. After that time, any missed payment may result in the student's permanent dismissal.

RETURNED CHECKS: As a result of a returned check, your account will be assessed a charge for the amount of the returned check, as well as a \$35 returned check fee. Additionally, the use of personal checks for payment may be revoked and future payments will only be accepted in the form of cash, money order, or Cashier's check.

WITHDRAWALS: For mid-year student withdrawals or enrollments, annual contract charges will be prorated based on days enrolled compared to total annual school days.

DISMISSAL: If a student is permanently dismissed for any reason, the parents/guardians remain responsible for payment on services rendered while their child was still enrolled in Extended Care. Charges will be computed through the day of withdrawal.

SCHEDULE CHANGES: Scheduling change requests must be submitted in writing to the Extended Care Director for approval.

BILLING CHANGES: Billing change requests must be submitted in writing to the Finance Director (subalde@wolca.org).

HOURS OF SERVICE: Half Day (12:00-4:00 pm). Full Day (8:00 am-4:00 pm).

SCHOOL DELAYS AND EARLY CLOSINGS: In the case of late starts, Morning Extended Care will begin 1 1/2 hours before the postponed start of school. (For example, if school begins at 10:30am, Extended Care will open at 9:00am.) If school closes early due to weather conditions, Extended Care students should be picked up as soon as possible. The deadline for pick-up from Extended Care will be 1 1/2 hours after the early dismissal time. (For example, if school closes early at 1:30pm, Extended Care will close by 3:00pm.)

LATE PICK UP FINES: If a child is picked up after 6:00 p.m. (or the stated deadline for early closure events) a late fine of \$15.00 will be applied every 10 minutes or fraction thereof. Fees double after the third infraction.

PARENT/STUDENT HANDBOOK: All general discipline policies outlined in the WOLCA Parent/Student Handbook apply.

SICK POLICY: Any child with a fever, vomiting or other serious health condition must be picked up by a parent or other authorized individual and will not be allowed to attend Extended Care. The same health rules regarding school attendance apply.

CONTINUAL CONFLICT: In the event that a child or the parent of a child continually causes disagreements, conflicts, strife, or arguments, the child shall be dismissed from the extended care program without legal recourse. Withdrawal and dismissal policies apply.

LEGAL FEES: All legal fees, collection fees, attorneys' fees, collection costs and any additional fees incurred by the school in an effort to settle disputes connected to this account shall be the sole responsibility of the parent or guardian for which this agreement is made.

ARBITRATION: If a legal issue, disagreement, conflict, problem, injury, injustice, or any other legal dispute should arise between the school or one of its agents and a child or parent of a child, it shall be referred to binding arbitration with a non-partial arbitration party (to be mutually-agreed upon) for the settling of all issues.

