

ENROLLMENT AGREEMENT

This Enrollment Agreement, effective the _____ day of _____, 20____, is between Beautiful Savior Lutheran School located at 6995 West 120th Avenue, Broomfield, CO and the parent/legal guardian.

1. COVID-19 Update: Please refer to the Parent Handbook for all COVID-19 pandemic policies and procedures (to include; health and safety of your child while at school, parent/child mask requirements, separation, drop-off/pick-up routines, handwashing, parent/child at-home wellness screenings, visitor policy, child's belongings in the school, etc.). These policies are enforced by the state and local health departments. As more information is learned about the virus, the guidelines will be updated, as necessary. By signing this document, I have read and understand the COVID-19 Waiver and Release of Liability in the Parent Handbook.
2. The school's non-refundable registration fee shall be paid at the time of initial application and annually at the time of re-enrollment.
3. Monthly tuition is due on or before the first of each month. A \$25 late fee shall be charged for any monthly tuition payments received after the 5th of the month. If monthly tuition fees (including and applicable late fees) are not received at the school by the 15th of the month, the child will be disenrolled from the program unless there is prior communication and approval by the Board of Education. If the school is compelled to take legal action to collect unpaid tuition, parents/legal guardians agree to pay the school's reasonable attorney's fees and costs incurred. A fee of \$25 will be charged for checks returned by the school's bank.
4. All families will be required to have a Tuition Express automatic withdrawal form on file. The account on file will be run on the 5th of each month. If cash/check is not received in the payment drop-box by the 4th of each month, the card on file will be used to process the tuition payment.
5. The multi-sibling discount is applied to families with more than one child, the family shall receive a 10% discount on the lower cost tuition. Only one discount is applicable per family.
6. Monthly tuition fees are non-refundable regardless of holidays, illness, vacation, inclement weather days or "Acts of God." The school will make reasonable efforts to open in inclement weather; however, the school may choose to close at the discretion of the Administration or State governance.
7. Hours of Operation:
 - a. Opening: The school classrooms open at 8:00am. We ask that all children are in their classroom by 8:15am.
 - i. For Infant-Pre-Kindergarten Full Day Program and Grade School Before School Care, the school opens at 7:30.
 - ii. Grade school children will be checked out of Before School Care at 8:00am and taken to their classrooms.
 - b. Closing:
 - i. The Grade School day ends at 3:30pm. On any school day after 3:30pm, every child that is on campus will be entered into the After School Care.
 - ii. For Infant - Pre-Kindergarten Full Day Program and Grade School After School Care the school will be closed at 5:30pm.
 - iii. For the Infant - Pre-Kindergarten Half Day Program, the school day ends at 12:00pm.
8. Late Pick-up Fee: A fee will be charged for any child not picked up before the school's regular closing time. This charge shall be \$25 per child and an additional \$25 per child per 15-minute period thereafter. Fees for late pick-ups are payable immediately; if not paid, the child will not be readmitted to the program. Consistent lateness will be cause for the child's dismissal from the school.
9. Summer Program: The Infant - Pre-kindergarten program has moved to a year-round program, which ensures that your child's enrollment spot is saved for the entire year. Over the summer, the school will implement a vacation policy, in which you can take vacation. You will dictate to the school what weeks you will not be in attendance. You are then billed for the weeks that your child is enrolled. For Grade School/School Age, the summer program is available based on weekly enrollment.
10. School Year Dates:

Parent Orientation/ Welcome Days- August 15th 6:00pm-7:00pm & 16th 9:00am-12:00pm
First/Last Days of School: August 17th, 2022- May25th, 2023 (half day)
Summer Program Begins: May 31, 2023
11. School Closures: The school is **CLOSED** (No school or childcare available) on the following dates;

August 8-12, 2022	Teacher Prep/ Professional Development Days (No Childcare)
Aug 15, 2022	First Day Of School ELC
Aug 17, 2022	First Day Of School Grade School



September 5, 6995 W 120th Ave., Broomfield, CO 80020 • 303.469.2049 • beautifulsaviorbroomfield.org 2022 **Labor Day (No School)**

October 24-25	Parent/Teacher Conferences Infants -6th grade (No School)
October 26-28	(No School or Childcare) Rocky Mountain Lutheran Teachers Conference
November 11, 2022	Veteran's Day (No School or Childcare)
November 21-23 2022	No School (Childcare by appointment Only)
November 24-25, 2022	Thanksgiving Break (No School or Childcare)
December 19-23/ 27-30	Christmas Break No School (Childcare By Appointment Only)
December 26, 2022	No School or Childcare
January 2, 2023	No School or Childcare
January 16, 2023	Martin Luther King, Jr. Day (No school or Childcare)
February 20, 2023	President's Day (No School or childcare)
March 17, 2023	Parent/Teacher Conferences (No School or Childcare)
March 27-31, 2023	Spring Break (Childcare By Appointment only)
April 7 & 10, 2023	Good Friday/ Easter Monday (NO SCHOOL OR CHILDCARE)
May 25, 2023	Last Day of School (All Dismiss at 11:15am)
May 26, 2023	Professional Development Day (Summer Program Prep) (No Childcare)
May 29, 2023	Memorial Day (No Childcare)
May 30, 2023	Summer Program Start
July 4, 2023	Independence Day (No Childcare)

The above dates are subject to change

12. Childcare by Appointment Only Days: There will be no school, however, as we are a childcare program, we are open for optional childcare by appointment ONLY on the following dates;

November 24-25, 2022	Thanksgiving Break
December 19-30, 2022	Christmas Break
March 27-31, 2023	Spring Break

On the optional childcare by appointment days you will sign-up for care two weeks in advance to reserve your child's spot. There will not be an additional fee for the Infant-Prekindergarten Program. For the Grade School, the childcare by appointment will be based on enrollment as well as staffing needs and an additional fee is due. Remaining open on these days is dependent on enrollment, if we do not have enough interest, the building will be closed. Monthly tuition fees have taken the holidays and childcare by appointment days into consideration.

13. The school requires a two-week written notice of withdrawal. If two weeks advance notice of withdrawal is not provided, the standard tuition fees shall be charged for that period.
14. Children may not attend the school while ill. Children who become ill at school must be picked up immediately. If the child will be absent, the absence should be reported to the school by 8:15am. Please refer to the health policy.
15. The school reserves the right to deny, cancel, sever or suspend a child's enrollment at any time if the school, in its sole discretion, deems such action to be in the best interest of the child or the school. In such an event, any unused tuition will be refunded.
16. Parents agree not to engage employees of the school for outside childcare services/outside engagements unless and until parents and the employee(s) have informed the school's administration and have signed a release acceptable to the school. Parents further agree that outside engagements are not for the benefit or convenience of the school or its administration and parents hereby irrevocably release and discharge the school, administration, employees, representatives, parents, subsidiaries, affiliates, heirs, successors and assigns, in their individual capacities, from all claims, demands, liabilities, actions or causes of action whatsoever, arising in law or equity, whether known or unknown, which parents have, may have or claim to have at any time in the future against the individuals listed above based in whole or in part on, arising out of relation to any outside engagements.

By signing below, the parent(s)/legal guardian(s) acknowledge that you have received a copy of the policies and procedures of Beautiful Savior Lutheran School. This includes the Parent Handbook and the BSLS Enrollment Agreement. You agree to follow, accept the conditions of, and give authorization and approval for the activities described in the policies and procedures.

Child's Name

\$ _____
Monthly Tuition Amount Due

Signature of Parent or Legal Guardian

Date