

# Blacksburg New School

## 2018-2019 Parent - School Contract

The Blacksburg New School is a parent-teacher cooperative school and non-profit corporation, the operation of which is dependent upon the financial, organizational, and physical support of each of its members. In order to make explicit each parent's commitment, each member is asked to read carefully and sign the following contract. **Please keep one copy for your records and return the other to BNS.**

AS A PARENT OF \_\_\_\_\_, BLACKSBURG NEW SCHOOL  
STUDENT(s), (List names of children at BNS)

I agree to these membership terms:

1. I understand that the *full tuition* for each child is set for **2018-2019** at **\$725.00** (K-5), **\$745.00** (6-8) per month, for 9 ½ months. The second child in the same family receives a \$50 per month reduction. The third child in the same family receives a \$100 per month reduction. The fourth child in the same family receives a \$150 per month reduction; and the 5th child in the same family receives a \$200 per month reduction. Tuition is due by the first day of each month, September through June (the August and June payments will be for ¼ month, others for full amount). The ¼ month August tuition will be due by September 1st and will be included (along with September tuition) on the first tuition billing statement of the school year which will be distributed during the first week of school. Accounts past due by more than one month will be presented to the Board.
2. When I enroll my child in the fall semester, I am obligating myself to pay monthly tuition for the months of September, October, November, December and ¼ of August, **even if I must withdraw my child** from BNS during the semester. When I re-enroll my child(ren) at BNS in January (signified by attendance at school or payment of January tuition) I commit to paying monthly tuition for the rest of the BNS school year (January, February, March, April, May and ¼ of June). Any child who is asked by BNS to leave due to incompatibilities will not be held responsible for tuition for the remainder of the semester.
3. I agree to pay an *annual registration fee* of **\$725.00** (K-5), **\$745.00** (6-8) for each child up to two children enrolled. The annual registration fee is waived for third and subsequent children from the same family. This fee is due the end of the first week of April and is a sign of commitment to attend BNS in the fall. I understand that not paying the registration fee by the due date could jeopardize my child(ren)'s enrollment spot(s). I understand that the registration fee serves to hold a place for my child in a classroom and helps BNS make important personnel decisions for the coming year and that it is not applied to monthly tuition. For a student entering BNS after September, it will be prorated at 10% per month but will not be less than 50% of the full fee. Registration fees are non-refundable.
4. I also agree to pay an *annual supply/activity fee* of \$500.00 for each K-5 child, \$700.00 for each Middle School child. Half of this fee is due within one week of the student's starting school. The remaining ½ will be billed in January. The supply/activity fee will not be refunded regardless of the length of time the student attends BNS.
5. I understand the policy and procedures regarding overdue accounts as outlined on the following page.
6. I understand that I/family members will have the opportunity to perform service in support of the school using the Tuition Reduction Option (TRO) following established BNS guidelines. One TRO service option will be available for each child enrolled at BNS at the start of the school year. TRO agreements should be completed and signed by the child's first day of attendance—at the very latest. I understand that in lieu of performing any TROs, I will pay full tuition.
7. If I am unable to fulfill my TRO commitment on occasion, I agree to arrange for a substitute, and will pay that substitute if necessary. I understand that any failure to fulfill my duties or to arrange for a substitute will result in a \$15 fee being added to the following month's bill. I also understand that a repeated inability (more than twice) to reliably carry out my TRO commitment may result in the discontinuance of that TRO opportunity. In that event, I understand that I would work out a TRO reassignment—if available—or be charged the full tuition.
8. I agree to attend bi-annual Corporation (full parent body) meetings and to participate in voting on major policy decisions. These meetings are traditionally held in October and March.
9. I understand that attendance is mandatory for parent-teacher conferences or meetings and that I am to support my child in preparing homework assigned by the teacher in whatever way is necessary.
10. I understand that I may attend any or all meetings of the Board of Directors, which are usually held on the second Wednesday of each month.
11. I understand that taking part in scheduled clean-up and maintenance activities (e.g., the all-school clean-up in mid-August) is essential to the overall well-being of the school.

12. I understand that rotating parent membership in the school's committees is needed.
13. I understand that fundraising is a necessary and ongoing part of the school's activities, and that participating with either time or financial support is essential. I agree to participate as outlined in the fundraising contract.
14. I understand that students (and their work) are occasionally photographed both at the school and on field trips. In addition to lobby displays and scrapbook compilations, these photographs are sometimes used in print ads, newspaper articles, our website, and brochures. I understand that I have a right to request that my child's photo not be used for these purposes by providing written documentation of this desire.
15. Applications for admission will be accepted according to the current needs of the school for all grades (K-8). Decisions will be made by the teachers and supervised by the enrollment coordinator. I understand that in order to maintain the philosophy of individualized and differentiated studies, the BNS teachers have the responsibility to determine the composition of the classrooms based on their professional observation of the readiness skills and social/emotional development of the individual students. The classroom composition is open to changes throughout the year as necessary to meet the needs of the students.
16. Because the Blacksburg New School does not have facilities or staff to provide for all students with special needs, the teachers will screen applicants for learning, behavioral, psychological, or emotional disabilities, or severe physical handicaps. The teachers' recommendations will be final.
17. If a teacher recommends that a student needs special testing or other attention, parents will comply with such a request. Upon receiving the test results, parents will accept the teacher's recommendations, including tutoring, counseling, grade-level placement, or transfer to another school, among other options. The parents of the student will cover any financial liability.
18. I understand and agree to abide by the policies and procedures of the school as described in the Parent Handbook (which is posted on the school website).
19. I understand and agree that my child will abide by the BNS Code of Conduct as described in the Parent Handbook. I further agree to discuss the content of this document with my child.

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**Overdue Accounts:**

Timely payment of tuition and fees is vital to the smooth operation of the school. Families are expected to keep their accounts current. BNS Board of Directors has approved the following policy and procedures for delinquent accounts:

- a) The Assistant Treasurer shall notify, in writing, each family whose account is overdue by more than one month. The purpose of this notification is to remind the family that their account is overdue and to request immediate payment. In the event that immediate payment is not possible, the family must submit to the Assistant Treasurer, in writing, a plan for paying off the delinquent amount including proposed payment dates. This written plan must be signed and returned to the Assistant Treasurer within 7 days of receipt of the notification of an overdue account. A minimum payment per month of 25% of the monthly tuition is expected on all delinquent accounts.
- b) The Treasurer shall report to the Board at the regular meetings the number of accounts that are one month or more overdue. Names of families with overdue accounts shall be held in strictest confidence by the Treasurer and Assistant Treasurer and shall not be reported at Board meetings.
- c) The Treasurer shall notify the President of any family whose account is two or more months overdue and who has not submitted a written payment plan. The President may then contact the family to arrange a satisfactory payment schedule and notify the Enrollment Coordinator. Any family whose account is overdue for two months may be asked to leave the school, and the President may meet with legal counsel to initiate action to recover monies owed to BNS.
- d) Academic records will not be released for any student unless his/her account is paid in full. Also, no student will be allowed to re-register for the coming year unless his/her account is paid in full or they have made satisfactory alternative arrangements.
- e) Individual families may appeal to the Board for an exemption if they wish to waive their confidentiality.

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Signature of parent or guardian / Date

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Signature of parent or guardian / Date

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Please PRINT parent or guardian name here

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Please PRINT parent or guardian name here

**Please sign and return a copy to BNS. Keep a copy for your records.**