Executive Kids COVID-19 Terms and Agreement

 With the novel virus changing our world until further notice, Executive Kids has created a policy which outlines situations that may arise in the future. In the event of another state lockdown, Executive Kids will remain open for families in need, especially essential workers, for as long as deemed necessary. Please review the following information regarding care and tuition. This form is a temporary extension of the Executive Kids contract.

**Contract:**

 All families must have a signed contract with Executive Kids, whether it is a 10- or 12-month contract. As stated in your contract, there must be a 30-day notice for change in schedule or withdrawal from the program. If we do not receive a 30 days’ notice, you will be obligated for your full tuition for the month to come. For example, if you withdraw for November care, you need to let the owner or manager know by the first of October.

**Tuition Breakdown:**

 Your tuition for Executive Kids is broken down into the following categories: teacher salaries, rent, insurances, operating expenses and supplies/materials for the classroom. With the effect of COVID-19 impacting our educational system, the CDC has added extra sanitation precautions and requirements for PPE which is an additional expense.

**State Lockdown:**

 In the event of a future state mandated lockdown, Executive Kids will remain open for as long as the state allows us. If you choose to keep your child home for the safety of you and your family, the 30 day notice requirement will be waived. If Executive Kids finds it necessary to temporarily close, we will let you all know at least 3 days in advance.

**Tuition Credit/Reimbursement:**

 As stated above, your tuition covers various operating expenses. If you choose to keep your child home or if Executive Kids needs to temporally close, all families will receive a 70% credit towards future tuition. This credit will be given over two months at 35% each month.

 In the event your child doesn’t to return to our program, each case will be reviewed individually based on circumstance.

---------------------------------------------------------------------------------------------------------------------

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and reviewed Executive Kids COVID-19 terms and agreement and I accept and agree with their policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature Date