



247 East Cawson Street
Hopewell, Virginia 23860

Revised 2026

Educational Contract

Cornerstone Prep is a separate entity from other divisions and operates on a school educational calendar. We strictly abide by state regulations to include teacher/student ratios. There is an annual registration fee, books, uniform, IT accessibility fee, and other fees are due no later than August 1st of each school year of enrollment. All fees posted to accounts must be paid prior to the start of the school year, or upon your child being registered for educational services.

Hours of operation

Monday – Friday 6:30a.m - 5:00 p.m

The school day begins at 8:30 a.m and ends at 3:00 p.m.

Before and After School Care

Days when we are closed for holidays: **If you need childcare a \$100 fee will be added to your bill.** All requests must be submitted no later than 2 months prior to the date of the request. Slots for childcare during the holidays fill up very quickly. We close for Spring break (week) and Christmas break. *Throughout the summer, children have the opportunity to maintain and reinforce the skills they have acquired during the school year. This ongoing practice ensures that learned skills remain sharp and effective. This will be a separate fee.*

Tuition

Tuition for the school year 2025-2026 is **\$5,850** per student.

Registration Fee which includes books, use of school supplied computer and electronic curriculum: **\$250.00**

___ Tuition can be paid in full by August 10, 2026.

Other payment options include:

___ Semi- annual payment of **\$2,925**, the first payment is due by August 14, 2026, and the second installment is due by January 2, 2027.

___ The monthly payment option will be \$650 per month, due by the 5th of each month. There will be a 5% service fee for each monthly payment.

Billing/Payments

A late fee of \$100 will be billed to all accounts that fail to submit payments to Cornerstone Prep by the 5th of each month. A \$50 fee per week will be billed to all accounts that require before and after care. Cornerstone must be notified of this need no later than 2 weeks before the date of service. Delinquent accounts will be turned over to the collections and the student will lose their spot at Cornerstone Prep. No fees will be adjusted as this is a spot in which your child has in our school and is set forthwith.

School Supplies and School Property

Parents are responsible for providing all school supplies throughout the entire school year. Each grade level is required to have all school supplies for the first day of school. Parents are required to update, supply or replace used supplies as needed throughout the school year. Parents also take the responsibility of ensuring their child maintains the cleanliness of assigned school property. Students who deface school property will be responsible for cleaning the property or the parents will be required to replace said property. This includes writing, drawing, marking desks, chairs, walls, floors and any surface or furniture provided by the school. Computers are not to be marked on in any manner. Students are not permitted to change settings on computers or installed software. Parents will be responsible for the repairs of any computer that is damaged or defaced by a student.

Absences

All absences must submit a doctor's note or a note from parent/guardian. If a child is ill, or has been around someone who is ill Cornerstone Prep has established guidelines to ensure the health of all we encounter. Please see our handbook for symptoms to look out for that may cause a child to not be allowed into the school. Parents are responsible for picking up a sick child in a timely manner to prevent exposure to other students and staff.

Critical communication points

Changes in custody and or visitation orders

Address/phone numbers/email changes (especially emergency contact information)

Parent/Guardian employment

Health records

Other information relative to school enrollment

Please do not leave any medications or other items in book bags which are prohibited. All medications, including cough drops, nasal spray, chapstick, etc. must be handed to a staff member upon arrival along with directions for administering the medication.

Parent teacher conferences

Conferences may be requested with your child's teacher anytime throughout the year. Our typical hours of availability are between 12 p.m - 2 p.m. or at the end of the school day. Conferences are available in person or via Zoom. Meetings may be set up through phone or through the Procure app.

Progress Reports

All students will receive a mid-grading period progress report and a report card after each 9- week grading period. All students will receive grades of A,B,C,D or F. There will be additional grades of Excellent, Satisfactory or Needs Improvement for non-academic classes and social-emotional development.

Standardized Assessments

All students will complete a standardized assessment upon entering the Cornerstone Prep educational program to determine the educational level of the individual child upon entering the school. An end-of-the-year assessment will be conducted at the end of the school year to demonstrate specific progress in all academic areas as evidence reported to local and state educational boards. Students with learning disabilities will receive the assessments and an individualized program will be developed to meet the needs of the student. Parents will be required to pay for the incoming assessment at the current rate, which at this time is \$80.00.

Student Behavior

Cornerstone Prep requires all students to always follow school and classroom rules. Students are expected to respect all staff and other students. Bullying and disrespectful behavior will not be tolerated, and parents will be contacted immediately. Repeated disrespectful behavior will be subject to consequences that will be documented, and a plan of action will be initiated. Serious behaviors will automatically be grounds for starting a dismissal protocol following the schedule outlined in the student handbook. Please see the student handbook for details and the schedule of consequences.

Parent Acknowledgement and Signature

I, _____, the parent/guardian of _____ in grade _____ understand and agree to the above contract for my child to attend Cornerstone Prep on this _____ day of _____, 2026. I agree to uphold my agreement and pay the tuition and fees as outlined in this contract. I also acknowledge that I will continuously be an active participant in my child's educational endeavor and uphold the expectations as outlined above. If any of the information or circumstances should change, I understand that I must notify the staff at Cornerstone Prep within 3 business days. I also understand that I can reach out and communicate with my child's teacher using the ProCare app, as well as receive important information and updates in the same manner.

Parent Printed Name

Parent Signature