



ST. PAUL CHRISTIAN SCHOOL

6565 Independence Parkway

Plano, TX 75023

(972) 491-5443

ST. PAUL CHRISTIAN SCHOOL ENROLLMENT CONTRACT

The St. Paul Christian School, consisting of Twos Learning Center, Preschool, Kindergarten and 1st Grade ("Program"), is a ministry of St. Paul Lutheran Church. The Program is authorized to enter into this contract as the agent of St. Paul Lutheran Church. I hereby enroll _____ in the program cited on the Enrollment form for the 2017 – 2018 program year.

ENROLLMENT TERMS AND CONDITIONS

1. The child and I agree to the policies, rules and regulations of the Program as described in the *Parent Handbook*. I understand that the Program reserves the right to dismiss a student at any time and for any reason, and that neither the *Parent Handbook* nor this document limit that right. Copies of the *Parent Handbook* are available at Open House and in the Program office.
2. I understand and agree that my child is enrolled for the full program year at nine and a half payments. I recognize the Program may not be open on all dates set forth in the Program calendar for varying reasons, including, but not limited to, weather and/or the inability to use the facilities. Adjustments in the Program tuition will occur after five (5) consecutive closure days. There will be no deduction in tuition for snow days, breaks, holidays, illnesses, absences or changes or adjustments in the PISD schedule.
3. I agree that enrollment as specified within this contract may be canceled by the parent or legal guardians without penalty (except forfeit of the registration fee and any tuition and other fees already collected) with thirty five (35) days written notice and consent of the Director. **Written notice is defined as completion of the Notice of Withdrawal Form.** If the thirty five (35) days written notice is not given and the consent of the Director is not obtained, I will be responsible for those thirty five (35) days tuition, regardless of attendance. The May 2018 tuition that has been collected as part of the registration may be used as the last month's tuition provided the thirty five (35) days written notice is given. **Example: If your child's last month of attendance is December, then the Notice of Withdrawal Form must be received in the school office by November 26th. You will have paid November tuition and the May 2018 tuition we have collected will be used to pay December tuition.**

_____ Please initial

4. I agree that no adjustment in yearly tuition will be made after March 1, regardless of notice. After March 1, tuition must be paid in full through and including the month of May. March, April and May tuition is due in full regardless of attendance.
5. I agree to pay all fees for the Program in which my child is to be enrolled, according to the current tuition, curriculum and book fees (where applicable) and field trip fees listed in the brochure. My signature below acknowledges my receipt of said schedule.
6. I understand tuition is due and payable on the first day of each month, and considered **late after the 6th**. I further understand that a **\$20.00 late fee** will be assessed on any overdue payments. Any returned check will be subject to a **\$25.00 fee**. Furthermore, I agree that if tuition is not paid in accordance with this contract, the Program has the right to refuse admission of my child to class. The Program cannot carry any account in arrears more than thirty (30) days. All checks are to be made payable to "St. Paul Christian School."
7. I agree that I must notify the school office, **in writing**, by July 15, 2017, if I plan to withdraw my child prior to the start of the school year. If I do not provide such notice I will forfeit the May 2018 tuition and registration fee that I have already paid.
8. I agree that at fifteen minutes past the hour of dismissal, a **late charge of \$1.00 per minute per child** will be assessed. This late fee is due at the time of pickup.
9. I understand the Program may take pictures of my child for the purpose of crafts, bulletin boards, publications, our website, social media such as Facebook, scrapbooks, and slide shows and I give my permission to use the photos for the purposes listed above.

My signature below confirms I have read this contract and accept its terms and conditions. I further attest that I have full authority as parent or legal guardian of the above child to enter into this contract.

Signature of
Parent or Legal Guardian _____

Date _____

Printed Name of Signer _____

School copy-white; Parent copy-yellow