

GracePointe Christian Academy
2018-2019 School Year Enrollment Contract
Kindergarten through Fifth Grade
Grade Entering _____

(Please Print)

Student's Full Name _____ Birthdate ____/____/____

Student's Home Address _____ Zip _____ Home Phone _____

Father's Full Name _____ Business Phone _____

Father's Address _____ Zip _____ Cell Phone _____

Father's Email Address _____

Mother's Full Name _____ Business Phone _____

Mother's Address _____ Zip _____ Cell Phone _____

Mother's Email Address _____

Name of financially responsible person **if other than parent:** _____

Financially responsible person's address: _____

Financially responsible person's phone number: _____

1. **Student Enrollment:** By signing this contract, I/we request that the school reserve a place for the above-named student for the entire school year beginning August 6, 2018 and ending May 23, 2019, or for the remainder of the school year if the student enrolls during the current school year.

2. **Tuition Monthly Payment-** Annual tuition is \$3,800.00. The monthly tuition is \$380 based on a ten month payment plan. I/we agree to pay the \$380.00 monthly tuition payment due and payable on the first of every month for the entire school year (July through April). A \$25.00 late fee will be assessed to my/our account at the close of business on the 10th day of the month if my/our account balance is not paid in full. An additional \$25.00 late fee will be assessed to my/our account on the 20th day of the month if my/our account balance is not paid in full. If your child is registered after August 6, 2017 please be aware you will need to make a tuition payment in May 2018. _____ **Initials** _____ **Initials**

3. **Rules & Regulations** – I/we agree to accept and comply with the school's rules and regulations as adopted by the School Board and administration as explained in the parent handbook. These include rules of conduct and rules for academic requirements to be met by the student. Parents are expected to cooperate with and support GracePointe Christian Academy and its teachers in the education and discipline of their child(ren) both in the classroom and during other related school activities.

4. **Exclusion of Student for Unpaid or Delinquent Account** – The school may un-enroll a student from class on the first day of the new month if any tuition and late fees remain unpaid. Registration packets will not be processed in the event a student AND/OR a sibling's account remains unpaid for the current or previous school year. Academic records will be withheld pending payment in full. _____ **Initials** _____ **Initials**

5. **Re-Enrollment** - My/our account (including all late fees) must be paid in full and a re-registration fee of \$50.00 will be required before student can return to the school.

6. **Withdrawal Policy** – I/we understand this contract is for the entire 2018-2019 school year. I/we understand the following withdrawal policy:
If a student needs to be withdrawn from GracePointe Christian Academy before or during the school year, a formal withdrawal form must be completed in the school office. Failing to attend class does not constitute withdrawal, nor does it end financial responsibility. If a student is withdrawn before the end of August 2018, I/we understand that I/we are still responsible for the entire month of August tuition of \$380.00. All student curriculum is property of GracePointe Christian Academy and must be returned. _____ **Initials** _____ **Initials**

<u>If your child is withdrawn during:</u>	<u>Amount due is:</u>
1 st quarter ending 10/4/18	25% of annual tuition less tuition already paid
2 nd quarter ending 12/20/18	50% of annual tuition less tuition already paid
3 rd quarter ending 3/14/19	75% of annual tuition less tuition already paid
4 th quarter ending 5/23/19	100% of annual tuition less tuition already paid

7. **Discount Policies**

Multi-Child Discount –

- 2 enrolled pre-school students = \$15 discount per month, per family.
- 1 enrolled preschool and 1 enrolled elementary student = \$22.50 discount per month, per family.
- 2 enrolled preschool and 1 enrolled elementary student = \$25.00 discount per month, per family.
- 2 enrolled elementary students = \$30 discount per month per family.
- 1 enrolled preschool and 2 enrolled elementary students = \$35 discount per month.
- 3 enrolled elementary students = \$50 discount per month per family.

Students who qualify for scholarships may not qualify for the Multi-Child Discount.

Annual Tuition Paid In Full Discount - A 2% discount will be given when an annual tuition is paid in full by August 6, 2018. The 2% discount will apply to the full annual tuition BEFORE the family discount is applied. In the event a student is withdrawn, a refund will be calculated based on the withdrawal policy as outlined above.

8. **Permission for students to participate in activities-** I/we agree that the above-named student may leave the school premises under the supervision of a teacher for neighborhood walks or field trips in an authorized vehicle. I/we understand that I/we will be notified of all trips in advance, and that an additional field trip permission form, giving all details of the trip will be posted or sent to me/us prior to my/our child leaving the school campus. I/we agree to give advanced written notice if I/we wish to restrict any of the above named student's activities at any time.

9. **Permission For Medical Care-** I/we agree that the School Director or her representative has my/our permission to take steps deemed necessary to obtain emergency medical care when warranted. These steps may include, but are not limited to the following:

- a. Call 911
- b. Attempt to contact a parent or guardian
- c. Attempt to contact the child's physician
- d. Attempt to contact an authorized adult through any of the persons listed on the emergency information form completed by the parent
- e. If the administrator cannot contact me/us or my/our child's physician, she will do one of the following:
 - a) call an ambulance or b) take the child to the emergency room or the hospital indicated on my/our health form.

10. **Permission For Photography** – In the event that a photographer or staff member takes a picture with my child in it, either individual or in a group, I give permission for my child's picture to be used in future brochures, social media, videotapes, DVDs or other publications of GracePointe Christian Academy.

_____ **Initials** _____ **Initials**

11. **Permission For Testing** – I/we agree to allow the above-named student to participate in any criterion-referenced testing. I/we understand that a copy of the results of all testing will be given to me/us as part of the evaluation process.

12. **Cancellation and Waiver-** With the recommendation of the School Director and with the approval of the School Board, the school reserves the right to immediately cancel this contract in the event that:

- a) The above-named student poses a threat to the safety of any student or faculty member.
- b) The above-named student or family expresses or displays noncompliance to Rules & Regulations as outlined in Section 3 above.

13. **Signature-** Only the person who is financially responsible is required to sign the contract.

14. **Parent Handbook** – I/we agree to follow all policies and procedures as outlined in the 2018-2019 GracePointe Christian Academy Parent Handbook. _____ **Initials** _____ **Initials**

15. **Effective date of contract-** This contract will become effective with my/our signature(s) and payment of the reservation and registration fee.

Signature of Parent or Guardian and/or Person Financially Responsible

Date: ___/___/___

Signature of Parent or Guardian

Date: ___/___/___

Signature of Director

Date: ___/___/___