



Cross & Crown Lutheran School Parent Contract and Financial Summary

Student's Last Name _____

SCHOOL WIDE – PRESCHOOL THROUGH 6TH GRADE

All parents please read and initial items 1 – 16, and then Preschool or Elementary sections.

Initial

- 1 I/We understand that withdrawal of a child for any reason requires a **one month advance notice in writing**. Tuition is required during the notification period whether or not the child attends school. Students who withdraw prior to the first day of school will be charged for August. _____
- 2 I/We understand that families who pay tuition for the full year in advance will receive a 5% (five percent) discount when payment is made by July 31st. NOTE: Gifts and donations are tax deductible; tuition is not. _____
- 3 **I/We understand that tuition is to be paid using Simply Giving automatic withdrawal.** _____
- 4 **I/We understand that there will be a \$10.00 fee for paying monthly by check.** _____
- 5 I/We understand that parents whose check is returned by their bank for insufficient funds will be assessed a \$25.00 returned check fee. This will appear on their account. _____
- 6 I/We understand that students whose tuition is more than one month past due may be denied participation in school. Families suffering hardship are invited to submit in writing to the CCLS Board a request for special consideration. This written request must be received **before** their tuition becomes two months past due. _____
- 7 I/We understand that families with past due accounts will be imposed a \$25 late fee per month. Payments not received by the 10th of the month are considered past due. These late fees will be cumulative based on the number of months past due. The School Board maintains the right to impose a mandatory tuition automatic deduction (auto-pay) for families with accounts over 60 days late. Additionally, at the discretion of the Board and based on circumstances, these families may be required to prepay or pay in advance the tuition for the trimester or for the whole year. _____
- 8 **I/We understand that all tuition and fees must be paid in full by the last day of the school year for a child's registration to be valid for the upcoming year.** _____
- 9 I/We understand that seriously delinquent accounts at the discretion of the CCLS Board, will be subject to forwarding to collection agencies or pursued through other legal means. _____
- 10 I/We understand that upon registration, enrollment is from the 1st day of attendance through the last day of the school year. _____
- 11 I/We understand that material fees are due at time of registration for **new students**. Returning student material fees are due by **May 1st**. There will be a late fee of \$25.00 per month charged for material fees paid after May 1st. Material fees are **non-refundable** after May 1st. Preschool/PreKindergarten/Jr. Kindergarten- \$150; K-6 \$350. _____
- 12 I/We understand that all checks written are considered cashed as of the end of the school day received. No post dated checks are accepted. _____
- 13 I/We understand the checks written to the school are to be made out to Cross & Crown Lutheran School or CCLS. Checks written for PATT sponsored events are to be written out to CCLS PATT. _____
- 14 I/We understand that CCLS does not provide end of the year daycare statements for tax purposes. Our cancelled checks and our invoices are our proof of daycare services. **The school tax ID# is 94-1682208.** _____
- 15 I/We understand that unless stated otherwise both parents are responsible for all tuition and fees incurred during the school year. _____

PRESCHOOL/PRE-KINDERGARTEN

Preschool/Pre-Kindergarten parents please read and initial items 1 – 15 and 16 – 20

Initial

- 16 I/We understand that the annual \$100.00 preschool registration fee is not refundable, except in the case that our application is denied by CCLS. _____
- 17 I/We understand tuition is for the school year. For convenience tuition is divided into 10 equal payments due by the 1st of each month (August 1, 2019 – May 1, 2020). There is no tuition refund for illness, family vacation or suspension. _____
- 18 I/We understand that preschool students not picked up after 10 minutes past the ending of their registered class will be charged a late fee of \$10.00 for each additional 10 minutes. Billing is sent at the end of the month. _____

- 19 I/We understand that any drop-in days for additional care will be billed a flat rate at the end of the month.
 Early Morning Care 7:00 a.m. – 8:00 a.m. \$10 per morning
 After Care (following Basic or Extended Program) Until 6:00 p.m. \$10 per hour
- 20 I/We will be charged a \$15.00 fee for the elimination of permanently scheduled Extended Day or Full Day Care. This fee covers the reissue of my payment plan.

ELEMENTARY (JR. K – 6TH GRADE)

Elementary parents (Jr. K – 6th Grade) please read and initial items 1 – 15 and 21 – 24

- 21 I/We understand that the annual \$150.00 elementary registration fee is not refundable, except in the case that our application is denied by CCLS. Jr. Kindergarten registration fee is \$100.
- 22 I/We understand tuition is for the school year. For convenience tuition is divided into 10 equal payments due by the 1st of each month (August 1, 2019 – May 1, 2020). There is no tuition refund for illness, family vacation or suspension.
- 23 I/We understand that children arriving to school prior to 7:50 a.m. and/or remaining after 2:45 p.m. will be sent to daycare and I/we will be billed at a rate of \$10 per hour with a one hour minimum charge. Billing is sent at the end of the month.
- 24 I/We understand that there is a late fee of \$10.00 for every 10 minutes past 6:00 p.m. for students not picked up from daycare.

Initial

I/We have read and understand this contract summary and also understand that I/we are encouraged to read the Cross & Crown Lutheran School Handbook available on the school website. By signing below I/we are aware and understand its provisions.

 Parent/ Guardian Signature

 Date

 Parent/ Guardian Signature

 Date