

McCurdy Ministries Community Center Pre-School

CONTRACT for Academic Year 2018-2019
(Please Read Carefully Before Signing)

THIS CONTRACT made and entered into by and between McCurdy Ministries Community Center (MMCC), Pre-School and _____, the Parent(s)/Guardian(s) of the named Student, properly signed in duplicate, acknowledges the agreement of MMCC, Pre-School to accept the named student, _____ as a Student for the school year 2018-2019. By registering at MMCC, Pre-School, the Student together with his/her Parent(s)/Guardian(s) indicate their willingness to accept and observe the school's academic, disciplinary and financial regulations.

Note: MMCC, Pre-School does not discriminate on the basis of gender, age, race, ethnic origin, disabilities, or religious affiliation. However, applicants are advised that McCurdy Pre-School is not able to provide special education programs.

IN CONSIDERATION of the covenants, conditions, and provisions herein contained, it is agreed by the parties as follows:

McCurdy Ministries Community Center, Pre-School agrees to:

1. Provide Student instruction as prescribed by the New Mexico Children, Youth, and Families Department.
2. Provide a safe environment to promote learning.
3. Demonstrate Christian values to Students, colleagues and stakeholders.
4. Hold grade cards and transcripts until all financial accounts are current.
5. Attempt to notify Parent(s)/Guardian(s) immediately of emergency conditions.

Parent(s)/Guardian(s) agrees to:

1. Pay the required tuition and fees in full, per one of the specified payment plans.
2. Volunteer a minimum of 20 hours per semester in services to, and agreed upon by, MMCC, Pre-School, commensurate with the talents of the Parent(s)/Guardian(s). If hours of service are not completed, there will be a \$5.00/hour charge or \$100/semester. Hours for first semester must be completed by December 1st and for second semester by May 1st.
3. **Participate in Safe Sanctuary Training**, the fee for which is \$30.00 and which is required of all parents wishing to volunteer in the classroom or on out of class excursions such as field trips or field events.
4. Complete and submit prior to start of the school year, the Emergency Information Card and the Health Immunization form, and to keep immunizations up to date.
5. Provide a physician's authorization form if the named Student is required to carry an inhaler.
6. Allow MMCC, Pre-School to suspend, expel or dismiss the named Student for disobedience of the rules and regulations of the school.
7. Allow MMCC, Pre-School to take the named Student to the hospital for emergency conditions, and to allow the attending physician to perform such medical procedures the physician deems necessary.
8. Release and hold harmless MMCC, Pre-School, its agents and employees from all claims, damages or other liabilities for injuries to the named Student, unless injury results from gross negligence on the part of school.
9. Hold MMCC, Pre-School harmless in case of loss, theft or destruction of the named Student's property which has been brought to campus.
10. Allow MMCC, Pre-School to search the named Student and his or her property, including but not limited to backpack, and/or storage space.
11. Read, sign and abide by the terms of this contract and the school regulations and policies as explained in the Student Handbook, and any other School publications, as amended from time to time.
12. Allow MMCC, Pre-School to use the named Student's picture for promotional purposes.
13. Complete all forms necessary for enrollment, including health/immunization records and medical forms.
14. Bring student to pre-school regularly and encourage student to apply diligent effort to demonstrate academic progress.

TUITION AND FEES

The Parent(s)/Guardian(s) agree(s) to pay the following:

Tuition:

Full Paid:	\$180.00
Free Lunch Program eligibility which has been confirmed by parent bringing in letter from 2018-2019 participation.	\$100.00 discount <u>per child</u>
Reduced Lunch Program eligibility which has been confirmed by parent bringing in letter from 2018-2019 participation.	\$75.00 discount <u>per child</u>

Fees:

1. An application fee of \$25 per Student for new students only (non-refundable).
2. A Safe Sanctuary fee of \$30.00 for all parents wishing to volunteer in the classroom or on out of class excursions such as field trips or field events.
3. The cost of any materials or property damaged or destroyed by the Student.
4. There will be a \$1.00/minute assessment charged for every minute past 3:00 p.m. until the child is picked up

The Parent(s)/Guardian(s) agree(s) to one of the following payment options:

1. One payment in full of the tuition and fees by August 1, 2018.
2. Two equal installment payments: first installment by August 1, 2018 and second by December 1, 2018.
3. Ten monthly payments, made by the 15th of each month of the school year, paid by bank draft, cash, or credit card.
- 4.

The Parent(s)/Guardian(s) agrees to the following payment regulations:

1. Payments are due upon receipt of the statement/invoice, and are considered past due after the 15th of each month. Accounts not paid, in full, by the 15th will be considered late, and charged a \$25.00 late fee. If the 15th falls on a weekend or a holiday on which the business office is closed, payment is due the following business day.
2. Bad checks are subject to a returned check fee of \$25.00.
3. Accounts that are more than 30 days delinquent will result in your child not being able to attend school until the account is cleared.
4. Accounts more than 60 days delinquent will be turned over to a collection agency.
5. The Parent(s)/Guardian(s) is responsible for the **full month's tuition** for every month that the Student is enrolled. Any credit balance on an account in case of Student withdrawal will be refunded by mail.
6. If parents are divorced/separated, does the non-custodial parent have access to academic/financial account?
Yes _____ No _____ (Please note that if there is a reason that one of the parents should not have information, a court order will need to be given to the school, delineating such information.)

The Parent(s)/Guardian(s) agrees to the following Refund Policies:

1. For August through May, no refund will be given of a month's payment during which the Student is enrolled.
2. The first month's payment is non-refundable.
3. Registration fee is non-refundable.

Date _____ Business Manager _____

Date _____ Parent(s)/Guardian(s) _____

Date _____ Parent(s)/Guardian(s) _____

McCurdy Schools of Northern New Mexico is a registered nonprofit corporation.
The corporation also uses the trade name McCurdy Ministries Community Center.