



# Epiphany Lutheran School

**2007-2008**

## **LEGAL ENROLLMENT CONTRACT**

Epiphany Lutheran School

8300 Deerlake Road West

Tallahassee, Florida 32312

This contract is hereby entered into between Epiphany Lutheran School (hereinafter ELS) and:

Parent/guardian name(s) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

The parent(s)/legal guardian of \_\_\_\_\_ (student's name)

### **ENROLLMENT INFORMATION**

*Please mark & initial the class or program for which you are enrolling your child for the 2007-2008 school year:*

**PRESCHOOL**                      **9:00 a.m. – 12:00 noon**                      **August 20, 2007 – May 30, 2008**

- |                |   |               |                     |
|----------------|---|---------------|---------------------|
| <b>Wee3</b>    | <input type="checkbox"/> PK2 ½ (3 day) for qualified preschoolers turning 3 years between May 1 – December 31, 2007     | <u>      </u> | <b><u>Intl.</u></b> |
|                | <input type="checkbox"/> PK2 ½ (5 day) for qualified preschoolers turning 3 years between May 1 – December 31, 2007     | <u>      </u> |                     |
| <b>PK3</b>     | <input type="checkbox"/> PK3 (3 day) for qualified preschoolers turning 3 years between September 1, 2006 - May 1, 2007 | <u>      </u> |                     |
|                | <input type="checkbox"/> PK3 (5 day) for qualified preschoolers turning 3 years between September 1, 2006 - May 1, 2007 | <u>      </u> |                     |
| <b>VPK PK4</b> | <input type="checkbox"/> PK4 (5 day) VPK approved for qualified preschoolers turning 4 years old by September 1, 2007   | <u>      </u> |                     |

### **EXTENDED DAY CHILD CARE PROGRAMS FOR EPIPHANY STUDENTS:**

**(August 20, 2007 – May 30, 2008)**

**Intl.**

- |  |                        |  |               |
|--|------------------------|--|---------------|
| <input type="checkbox"/> <b>Early Bird:</b>  | 7:15 – 9:00 a.m.       | child care for Epiphany preschool students | <u>      </u> |
| <input type="checkbox"/> <b>Lunch Bunch:</b> | 12:00 noon – 3:00 p.m. | child care for Epiphany preschool students | <u>      </u> |
| <input type="checkbox"/> <b>Kid's Club</b>   | 3:00 – 6:00 p.m.       | childcare for Epiphany preschool students  | <u>      </u> |

### **EXTENDED DAY CHILD CARE PROGRAMS FOR ELEMENTARY STUDENTS NOT ATTENDING EPIPHANY:**

**(August 20, 2007 – May 30, 2008)**

**Intl.**

- |  |  |               |
|--|--|---------------|
| <input type="checkbox"/> <b>Kid's Club:</b>        | 2:00 – 6:00 p.m. childcare for <i>NON-EPIPHANY ELEMENTARY STUDENTS</i> | <u>      </u> |
| <input type="checkbox"/> <b>Bus Transportation</b> | is needed from child's school to Epiphany at time of school dismissal. | <u>      </u> |

Circle One:      Killearn Lakes Elementary      Hawks Rise Elementary

*The mission of Epiphany Lutheran School is to provide a high quality Christ-centered education so that students may find identity, purpose and power for their lives in Christ Jesus.*

Initial \_\_\_\_\_ Date \_\_\_\_\_

## LEGAL ENROLLMENT CONTRACT – PAGE 2

In consideration of the covenants contained herein and other good and valuable consideration, the parties agree as follows:

1. I/We agree to pay all fees and tuition in accordance with the ELS Tuition and Fee Schedule. I/We understand that upon acceptance of this contract by the School it will become a binding document. **These fees shall become non-refundable upon acceptance of this agreement by the School.**
2. I/We understand all school applications are made through the Principal to the School Board of ELS who shall have the right to accept or reject any application. Students accepted shall be enrolled for the entire school year. No application for admissions to ELS will be considered without the application fee (new students only) which is non-refundable. Students transferring to ELS after the beginning of the school year may be tentatively accepted pending arrival of their cumulative records. ELS reserves the right to require testing of any or all new students to determine placement. All special needs testing documents must be disclosed to ELS upon application for admission or as soon as results are available. Tuition will be pro-rated by the month for students entering ELS after August, 2007.
3. I/We understand that my child's attendance is a privilege and not a right. ELS reserves the right to terminate, at its discretion, any child's enrollment if at any time his/her educational progress is not in keeping with the school standards. ELS also reserves the right to terminate, at its discretion, any child's enrollment if the conduct or cooperation with school authorities of either student or parent is not in keeping with the school standards.
4. I/We understand that upon the date of my child's acceptance to any Epiphany Lutheran School class or program, all application fees, registration fees, and tuition deposits are due ***and are NOT refundable under any circumstances.***
5. I/We understand that if I/we choose to pay tuition and fees by 10 monthly installments, these funds are due by the 5<sup>th</sup> of each month with a grace period extending to the 10<sup>th</sup> of the month. If payment is not received by the school on or before the 30<sup>th</sup> of each month, we understand that our child may be placed on suspension until payment is made in full. ***In the event of suspension or early withdrawal, we agree that we are obligated for the full amount of annual tuition and fees for the programs/classes chosen on this contract.***
6. Summer Camp weekly fees are due on the Friday preceding the student's weekly enrollment. Any student whose weekly fee is not paid by the Monday of enrollment will not be allowed to return to summer camp for the remainder of the week until the fee is paid.
7. Additionally, we agree to pay a late fee of \$25 per month, which will be charged to all accounts not paid on or before the 10<sup>th</sup> of each month. We understand that delinquency in payment of fees and/or tuition may result in dismissal from ELS.
8. I/We understand that ELS hires teachers, purchases textbooks, and makes other financial commitments on a yearly basis, and these commitments are largely determined by the number of enrollment contracts. ***Therefore, we understand that this contract is a binding financial commitment for all classes and programs for the full school year. We also understand that if we choose to withdraw our child prior to the end of the year, we are obligated to pay all tuition and fees listed in this contract for the full academic year.***
9. I/We understand that no records or report cards will be issued following withdrawal until all financial obligations to ELS are satisfied as set forth in this contract. Permission is hereby given to send our child's cumulative records to his/her new school upon satisfaction of all such financial obligations.
10. Should I/we fail to meet our obligations hereunder and the school is required to pursue legal action, I/we agree to pay all costs of such action, including reasonable attorney's fees. Venue for any legal proceeding brought to enforce this contract shall lie in Leon County, Florida. This contract shall be construed in accordance with Florida Law. It shall not be construed more strictly against one party or the other.
11. I/We agree to give our cordial endorsement and to comply with all the policies, rules and regulations for the operation of ELS as they now exist or are hereafter amended. We further agree to bring any criticisms or concerns directly to the appropriate authority (teacher, administration or school board), depending upon the nature of the concern. We will adhere to the guidelines outlined in the ELS parent handbook regarding conflict resolution according to Matthew 18.

Initial \_\_\_\_\_ Date \_\_\_\_\_

12. I/We understand that tuition alone does not cover the operating expenses of ELS and that the school's budget is met through tuition, fees, church support, fundraising and private contributions. We will prayerfully consider ways that our family can help meet the financial needs of ELS through voluntary waiver of discounts, special contributions, and participation in fundraisers.
13. I/We pledge to support ELS by attending parent meetings and serving the school with our time and talents. We understand that Epiphany relies upon volunteers to support its educational program. Therefore, we agree to donate a minimum of ten volunteer hours per family during the school year. We understand that we may choose to donate \$100.00 or raise \$250 through fundraising activities in lieu of completing the ten volunteer hour requirement.
14. I/We give permission for our child to participate in all school sponsored activities, including school-sponsored trips away from the school premises. I absolve ELS from all liability.
15. I/We understand that this contract may not be voided except by the action of the ELS School Board.

I /We have read this contract carefully, and agree to all the terms and conditions stated herein.

**I/WE UNDERSTAND THAT I/WE JOINTLY AND SEVERALLY OWE ALL PAYMENTS SET FORTH HEREIN.** I/we acknowledge receipt of the full text (pages 1-3) of the 2007-2008 enrollment contract.

PRINT NAME: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
(Parent or Guardian) Date (Parent or Guardian) Date

SIGNED: \_\_\_\_\_  
(Principal of ELS) Date

A space cannot be reserved with incomplete registration materials and the contract/fees listed above, and they will be returned to the applicant for completion. This contract will be signed by the principal, and a copy will be mailed to you.

## **PROGRAM ENROLLMENT & CANCELLATION**

**Programs added after date of signed contract are added here and resigned.**

1. Program: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_
2. Program: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_
3. Program: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_
4. Program: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Programs cancelled after date of signed contract are indicated here and signed. You are obligated for the full amount of annual tuition and fees for the programs/classes chosen on this contract.**

1. Program: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_
2. Program: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## ENROLLMENT CHECKLIST

*I/we have:*

- \_\_\_ 1) *Prayed for our child and Epiphany Lutheran School's ministry*
  - \_\_\_ 2) *reviewed the tuition/fees sheet*
  - \_\_\_ 3) *initialed each page of the contract*
  - \_\_\_ 4) *signed the contract*
  - \_\_\_ 5) *submitted the application fee (for newly enrolling students only)*
  - \_\_\_ 6) *submitted the registration fee(s)*
  - \_\_\_ 7) *submitted the bus transportation fee(s) (if needed)*
  - \_\_\_ 8) *submitted the summer camp registration and deposit fee(s) (if needed)*
  - \_\_\_ 9) *submitted the 10% tuition deposit (Due May 5, 2007) which will be applied May, 2008*
  - \_\_\_ 10) *submitted the certificate of eligibility for VPK PK4 (if needed).*
  - \_\_\_ 11) *provided a copy of the child's original birth certificate*
  - \_\_\_ 12) *provided a complete immunization form (yellow)*
  - \_\_\_ 13) *provided the health form (blue)*
  - \_\_\_ 14) *submitted hot lunch order form and milk order form (if needed)*
- 

### FOR OFFICE USE ONLY TO ACKNOWLEDGE RECEIPT OF:

_____ 10% Tuition	_____ Check #
_____ Registration Fee	_____ Check Amount
_____ Application Fee	_____ Date of Check
_____ Summer Camp Registration Fee	_____ VPK Certificate of Eligibility
_____ Summer Camp Deposits	
_____ Bus Transportation Fee	