



# Parental Agreement

**Payment Plan:**

- Ten Month Plan (July – April)
- Bi-yearly Plan (July 1<sup>st</sup> – January 1<sup>st</sup>)

Full Year Payment July 1st

Full Year Tuition \_\_\_\_\_

Payment Amount \_\_\_\_\_

**Fees:** Enrollment \_\_\_\_\_  
(due at time of enrollment)

Supply \$300  
(due at time of enrollment)

FACT Management \$50 per family  
(due at time of enrollment)

Activity Account \_\_\_\_\_  
(due August 1<sup>st</sup> through FACTS)

Member and nonmember tuition will be reviewed and set by the Board of Trustees each year. Tuition schedules and payment plans are valid for the current school year only. Enrollment fee and supplies fees must be paid upon enrollment. These fees are non-refundable.

Parents/guardians will be notified of the tuition schedule for the current school year in the enrollment information and will be required to sign an agreement ensuring prompt tuition payments. Enrollment will not be finalized until this agreement is signed. All re-enrollment and supply fees are due at enrollment. FACTS tuition management is the form of tuition payment approved by the Board of Trustees.

Tuition is due by the 30th or the last business day of each month beginning in July and is auto-deducted through FACTS. Early re-enrollment fees are due in February, supply fees are due by at enrollment. New student(s) enrollment/supply fees are due upon acceptance.

Accounts paid after the 30th of the month will be assessed an ILCA \$25.00 late fee. In addition, FACTS will assess a \$30 returned payment fee. A past due notice will be issued. Any parent/guardian who has missed a tuition payment must contact the office and meet with the administrator. The parent/guardian is required to become current with their payments by the end of the next tuition withdrawal date. Accounts that remain delinquent after two (2) scheduled payments will result in the immediate withdrawal of the student(s). If this occurs, the student will not be re-enrolled in ILCA until all tuition and late charges have been paid in full. All financial aid will be revoked and will have to be reapplied for if the student is re-enrolled. Delinquent accounts will be turned over to small claims court. Families may also be required to pay by cash if there is a history of tardiness of payments.

Person responsible for payment: \_\_\_\_\_

Address: \_\_\_\_\_

**I. Parent/Teacher Conferences**

Attendance of parents at our Parent/Teacher Conferences by at least one parent is required. This is a time to inform the parents of what the students are learning and to work together so they can better assist their children in the learning process.

**II. Fundraising**

I agree to participate in the school fund raisers which are used to help supplement the general operating expenses and/or pay for special projects for the school.

**III. Activities**

I give permission for my child to use all of the play equipment and participate in all of the activities of the school unless restrictions are given in writing.

**IV. School Directory**

I  DO  DO NOT GIVE AUTHORIZATION FOR OUR NAMES, ADDRESSES, PHONE NUMBERS AND E-MAILS TO BE PUBLISHED IN CLASSROOM/SCHOOL DIRECTORIES.

**Pictures/Videos**

I  DO  DO NOT GIVE AUTHORIZATION FOR ANY PICTURES OR VIDEOS TO BE USED IN THE ILCA NEWSLETTERS OR ON SOCIAL MEDIA.

**V. Transportation Permission**

I give permission for the school to transport my child on field trips and any other school-related activities needing transportation.

**VI. Withdrawal:**

Written notice of withdrawal must be received in the office. Parents who choose to withdraw their child(ren) from school will be charged tuition to the end of the quarter of withdrawal. (Example: A student who would withdrawal on September 5<sup>th</sup> will be charged tuition until the end of first quarter.) All tuition, fees and fines are to be paid before records will be sent.

**VII. Discipline**

I understand that sending my children to Immanuel Lutheran Christian Academy is a privilege and not a right. The school administration and faculty view the importance of maintaining discipline in the classroom paramount in providing an atmosphere conducive to teaching and learning. The school's goals are not to reform, but to train students in the principles of Christian leadership, self-discipline, responsibility, integrity and good citizenship. I also believe that discipline is necessary for the welfare of both the students and the school. Therefore, I give support to the ILCA Administration's and faculty's right to make and enforce classroom regulations and school policies in a manner consistent with Christian principles of love and accountability.

**VIII. Probationary Enrollment**

I understand that my child is enrolled on a probationary basis for one semester per school policy.

**I understand that Immanuel Lutheran Christian Academy is an extension of me, the parent, and I pledge my prayerful support to the school administration and faculty. I will make every effort to work with the school personnel to insure the best possible learning experience for my child. I will get my child to school on time and will provide proper rest and nutrition for him/her.**

**This Parental Agreement will be effective for as long as my child is enrolled at Immanuel Lutheran Christian Academy, whether it be in the classroom, before or after school care or any activities. I have read and do understand the above agreement and request that my child be enrolled in Immanuel Lutheran Christian Academy.**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Father or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_