

Crestmont School Parent/Guardian Contract
Crestmont School, 6226 Arlington Blvd., Richmond, CA 94805
2010-2011

This Agreement states the terms and conditions under which Crestmont School ("School"), a California non-profit corporation, agrees to render its services and the Parents and/or legal Guardians ("Parents") agree to Parents' obligations. These obligations include payment of fees, participation in the School's affairs, and the performance of certain duties on a regular and equitable basis. Signature of this Agreement by all responsible Parents and counter-signature by the appropriate representative of the School is required for this Agreement to take effect.

I. The School's Responsibilities

The School agrees to maintain programs for grades K through 5 for children of all races, religions and cultural origins. The School will hire qualified teachers and staff to carry out its goals and programs, described in the Parent Handbook (incorporated herein by reference). The School organizes transportation for field trips and maintains its facilities in compliance with the health and safety requirements of the applicable state agencies.

II. The Parents' Responsibilities

- A. Admission: By signing and delivering this Agreement to the School, together with the deposit as specified in Paragraph II. C, the child(ren) identified below are enrolled in the School. Parents must furnish their child's up-to-date immunization records and health report signed by a physician before a child may attend classes.
- B. Parent Handbook: Parents have read a copy of the School's Parent Handbook. The policies, terms and conditions of enrollment and participation described in the Parent Handbook are specifically made a part of this Agreement. Fees and fines referred to in this Agreement are specified in the Parent Handbook. Parents agree to abide by both the terms of this Agreement and the Parent Handbook. Family also agrees to abide by Crestmont's "Children with Special Needs" policy and to abide by decisions made through the "Student Success Team" or "SST" process if applicable. (See attachment to Handbook) The School reserves the right to amend the Parent Handbook, as necessary, and to notify the Parents accordingly.
- C. Tuition Rates: Parents agree to pay tuition for Grades K through 5 for the 2010-2011 academic year as follows:

Kindergarten Families: \$9,930, payable ten percent (\$993) upon execution of this Agreement, another ten percent (\$993) on May 1, 2010, another ten percent (\$993) on June 1, 2010, and the balance in 7 equal monthly installments of \$993 commencing on September 1, 2010, and continuing through March 1, 2011.

Grades 1-5 Families: \$10,080, payable ten percent (\$1,008) upon execution of this Agreement April 1, 2010, another ten percent (\$1,008) on May 1, 2010, another ten percent (\$1,008) on June 1, 2010 and the balance in seven (7) equal monthly installments of \$1,008 commencing on September 1, 2010, and continuing through March 1, 2011.

1. Parents who are granted financial aid may deduct from the tuition the monthly amount of financial aid they were granted by the School.

Tuition payments are not refundable, even if the child subsequently does not attend or ceases to attend the School for any reason.

Parents with more than one child enrolled in the School are entitled to a sibling discount of eight percent (8%) of the total tuition charges.

The School provides daycare at pre-established rates, which are subject to change upon agreement of the membership.

- D. Earthquake Pack: Parents shall maintain a School-approved emergency backpack for each child. Parents new to the School authorize the School to purchase an appropriate pack and bill the Parents for the backpack's cost which shall not exceed \$30.00.
- E. Illness: Parents shall inform teachers of child's absence, or onset of communicable disease. Parents must keep children from School when child has a fever or infectious disease. School staff has authority to not admit a sick child and to request removal of a sick child. **Staff will follow health and safety policies outlined in the Parent Handbook.**
- F. Legal Custody: Parents or legal guardians shall have legal or physical custody of children enrolled and shall notify the School in the event of a change in legal or physical custody. Parents shall furnish in writing, at least a day in advance, the name, address and telephone number of any person authorized to pick up their child from the School.
- G. Withdrawal: If a family wishes to withdraw from the School, written notification of their intent to withdraw shall be given to the Board **via the Membership Chair**. Upon signing this contract, Crestmont reserves a place for your child at the School. In return, the undersigned are responsible for payment of **100% of the tuition accrued while still enrolled at Crestmont**. Withdrawal of the student during the academic year **will cause forfeiture of any tuition already paid**. All tuition, fees and fines must be paid and service obligations met **for the full period of attendance, including buyout of any obligations and the annual assessment**. (See section IIC, I, K) Parents withdrawing before the end of the school year **shall not be entitled to a refund of any deposits or tuition payments made to the School**.
- H. Termination: The School has the right to suspend or terminate a child's enrollment for either academic or disciplinary reasons, or for a material breach of this Agreement. Suspension or termination of enrollment for a breach of this Agreement shall not excuse Parents from tuition payments. **Under these circumstances any security deposit or tuition already paid is not refundable.**
- I. Service Obligations: As a cooperative organization, the School relies on the participation of all parents for its maintenance and functioning. **These obligations may change by a vote of the membership**. Parents are responsible for:

1. **Meetings:** Attendance at **once a month membership meetings** by at least one parent. After one absence, a fine of \$25 is charged for each meeting missed.
2. **Maintenance:** Each family is required to contribute **ten (10) hours** of maintenance work per year. The maintenance work includes attendance at scheduled work parties or performing special projects as determined by the Maintenance Chair. Three of the ten maintenance hours must be performed before school opens in the fall. The external fund-raising includes helping to solicit grants and donations from outside sources or work on Crestmont's annual fund raising events. The fulfillment of these hours will be determined by the Board of Directors and the Membership Chair. A fine of \$25 per hour will be levied for hours not performed. (Board members are required to perform four (4) maintenance hours or seven (7) hours each for shared board positions.)
3. **Fundraising:** Each family is required to contribute **two (2) hours** of fundraising work per year. The fundraising work primarily involves preparing for and implementing the annual party and auction, but can include other activities authorized by the Fundraising Chair. The fulfillment of these hours will be determined by the Board of Directors and the Fundraising Chair. A fine of \$25 per hour will be levied for hours not performed.
4. **Annual Obligation:** Parents are responsible for contributing an annual obligation of: (a) \$300 if a single child is enrolled or (b) \$390 if two or more children are enrolled. This amount can be reduced only by purchasing paper scrip and using electronic scrip programs like eScrip or Schoolpop. You will be billed in June for the unraised portion.
5. **Housekeeping Obligation:** consisting of three (3) approximately four-hour weekend or Wednesday night cleanings per family. Parents may discharge this responsibility by cleaning the School or by coordinating with the Maintenance Chair re: "buy-out" of housekeeping obligations.
6. **Field Trips:** Each family is required to contribute either (a) participation in 3 field trips, including driving and supervision, or (b) participation in six additional maintenance hours above and beyond the maintenance requirement specified in Paragraph II.I.2, or (c) a financial contribution of which will be used to defray the cost of field trip and maintenance participation. The amount of field trip driving, maintenance or financial contribution from which families can choose will be determined by the membership. The membership chair should be notified if you intend to substitute maintenance hours for field trips.
7. **Committee/Co-op Jobs:** Each family is required to serve on either a Standing Committee (such as Fund-raising, Maintenance, Administrative, Diversity, etc.) or on the Board of Directors. Committee descriptions and sign-ups will be available in April for continuing families and in June for new families.
- J. **Classroom Participation:** Parents are encouraged to participate in the classroom for Participation Credits toward tuition, but must comply with the following:
 1. Parents must furnish the Participation Chair with verification of negative tuberculosis test(s) as per health department requirements.
Attendance at Participating Parent meetings.
 3. Parents must comply with the standards set forth in the Parent Participation handbook.

K. Year-end Assessment: In the unusual event that the School has a deficit at the end of the school year, Parents agree to pay an assessment in order to offset the deficit. This assessment would be equally borne by all current members, based on tuition payments, including financial aid but not participation credits. This amount would not exceed \$250 per family.

I have read and understand the above conditions and agree to enroll the children listed below for the 2010-2011 school year. As required as set forth above in Paragraph II. C, new families enclose payment of ten percent (10%) of the annual tuition, less any applicable sibling discounts and/or anticipated financial aid. Subsequent payment notices will be sent by Crestmont's bookkeeper via email on the 15th of the month prior to each due date.

This contract is signed by **all responsible parents and/or legal guardians**.

X
Child's Name
Date

Signature of Parent/Guardian &

Birthdate

Print Name of Parent/Guardian

Grade for 2010-2011 School Year

Street Address

City, State, Zip Code

Telephone

X
Child's Name (second enrollee if applicable)
Date

Signature of Parent/Guardian &

Birthdate

Print Name of Parent/Guardian

Grade for 2010-2011 School Year

Street Address

City, State, Zip Code

Telephone

Crestmont School authorizes enrollment of the child(ren) listed above for the 2010-2011 academic year.

Signature of President or Membership Chair

Date

Initial _____ Date _____

Initial _____ Date _____

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