

Parental Responsibilities / Family Commitment Form

Statement of Cooperation

We agree to:

1. **Accept our responsibility as the primary educators of your children.** We understand that we are our children's primary educators. Arborbrook Christian Academy exists to come along beside us and assist us with this role, but we never give up our rights or responsibilities as primary educators. Furthermore, we understand and accept that Fridays are parent-led school days.

2. **Placement.** We agree to fully disclose all academic, social, emotional, and behavioral information about our child that would affect school acceptance and placement. We respect the administration's responsibility for placing our student(s) in the proper grade and classroom.

3. **Commit to the Parent Volunteer Cooperative (PVC).** We agree with and support the philosophy of being a cooperative school. We agree to use our gifts and talents to further the mission and purposes of the school. We will fulfill the PVC requirement, which includes a minimum of 45 volunteer service hours per year. We also commit to work on the facility four hours during each summer. If these hours are not completed before the first day of school, we agree to pay a \$100.00 facility buy out fee.

4. **Fulfill our financial responsibility to the school by making timely payment of tuition and fees.** We will fulfill our financial responsibilities by making payment in full and on time. We will honor our word and our signature on the Financial Agreement / Refund Policy form.

5. **Reimburse the school or host church / facility for property damage.** If our child damages property, accidentally or otherwise, we agree to pay for the damage.

6. **Support the Discipline Policy of the school.** We have read and understand the discipline policy of the school and agree to give our full support and participation.

7. **Abide by the School Uniform Policy.** We have read the school's uniform/dress code policy and agree to have our children dress accordingly. We will support the school fully in this matter.

8. **Abide by the School Conflict Resolution Policies.** We agree to settle all disagreements and disputes with school personnel and other Arborbrook families according to God's Word. We have read and understand the "Matthew 18 Principle" and agree to abide by it.

9. **Participate in as many of the Enrichment Days / Field Trips / Outings / Service Projects as possible.** We will take advantage of the learning opportunities planned for our family on Fridays and make the most of these opportunities when they further our goals for the education of our children.

10. **Support the school with prayer throughout the year.** We will support the school with prayer. We also understand that a healthy, supportive, positive spirit of cooperation is crucial to a successful relationship with the school.

We have read and understand Arborbrook's procedures and policies as set forth in the informational materials provided to us in the information meeting, the enrollment packet, and/or the school website. We hereby affirm our full support and agreement in all of the 10 points above.

Mother's Signature & Date

Father's Signature & Date

Financial Agreement / Refund Policy

TUITION & FEES

Tuition:

Grades Kindergarten: \$6050.00 per year
Grades 1-6 (Primary I-Intermediate III): \$6,842.00 per year
Grades 7-8 (Jr. High School) \$7,484.00 per year
Grades 9-12 (High School) \$7,881.00 per year

Fees:

Application Fee: \$150.00 (New students only)
Admissions Testing Grades 1-12: \$160.00 Kindergarten: \$25
Enrollment Fee K-12: \$475.00 (K-12 – an annual fee)
Locker Fee: \$49.00 (All rising 6th graders and New students in grades 6-12)
FACTS Fee: \$50.00 (For families choosing the monthly/trimester payment option – an annual fee)
Technology Fee: \$40.00 (All rising 9th graders and new high school students – an annual fee)

Multi-child Family Discounts: The oldest child in each family is charged the full tuition amount. The second child in the family receives a 10% discount. The third child in each family receives a 25% discount. The fourth child and all additional children in the family receive a 30% discount.

Discount for Payment in Full: Receive a 2% discount when your family account is paid in full by August 1st. There is no grace period for this payment. We must receive payment in full *on or before August 1st* to apply the discount. The 2% discount is only applied when payment is made in full for all children in the family at once.

Withdrawal Penalty / Refund Policy: Please understand that you are registering for the entire school year. Tuition is kept as low as possible. Arborbrook depends on tuition to pay teacher salaries, building lease and all other expenses in the general operating budget. If it becomes necessary to withdraw your student from Arborbrook for any reason, a written notice is required 30 days before the date of withdrawal. Because salaries, building lease, and all school expenses are totally dependent on tuition, a withdrawal penalty is applied to the family account. **Withdrawal after June 10th incurs a penalty equal to 50% of the annual tuition that is due for the remainder of the school year.** No records or academic information will be released until the family account is paid in full.

Relocation: Once you have enrolled and have been accepted, if it becomes necessary for your family to move from the area due to a job transfer or other significant reason, you may be entitled to a partial refund of the enrollment fee(s). Relocation is considered to be a long distance move greater than a 50-mile radius from Arborbrook. Proof of change of address must be provided to Arborbrook. Relocation is the only reason a family may receive a partial refund of the enrollment fee(s). The notification requirements for this condition are as follows:

- ❖ Notification on or before June 10th: 75% refund of enrollment fee(s) that have already been paid
- ❖ Notification between June 11th and July 31st: 50% refund of enrollment fee(s) that have already been paid
- ❖ Notification on or after August 1st: - No refund of enrollment fees and the family is still

responsible to pay the penalty of withdrawing from Arborbrook as noted above (i.e 50% of the annual tuition).

Automatic Bank: Automatic bank draft is required for families choosing the monthly or trimester tuition payment options (see payment options above) through FACTS Management Company. Your monthly bill is paid automatically on or before the due date and is withdrawn from your checking account or credit card. There will be a \$50 draft fee charged by FACTS. More information on this will be detailed through FACTS.

Penalties / Late Fees: Penalties and late fees will be assessed by FACTS Management Company. Students of families with accounts 30 days delinquent will not be allowed to come to school. No progress reports, report cards or academic information will be released until a student's financial account is current.

Application Fee: If the family applying for admission has submitted an application but later decides to withdraw their application for any reason during any stage of the enrollment process, this fee is not refundable. If a student is accepted at Arborbrook but the parents decide not to enroll the child, the application fee is not refundable. If the school determines that they cannot accept a student for any reason, 50% of the application fee is refunded; the other 50% is retained to cover administrative costs.

Testing Fee: All new students entering grades K-12 will undergo an admissions test as part of the enrollment process. Please submit the testing fee at the time of application.

Enrollment Fee: An enrollment fee is charged annually and is used to cover expenses such as curriculum, lab materials, classroom supplies, student supplies, student insurance, standardized testing fees and a contribution toward classroom furnishings. Non-consumable books and materials remain the property of the school. The enrollment fee is not refundable unless the family is being relocated (*see Relocation above*).

Locker Fee: Locker fees for grades 6-12 are not refunded for any reason. Locker fees should be sent upon acceptance when the enrollment fee is sent.

Enrichment Days / Field Trips / Special Outings: Fees for these events (if any) are not covered by tuition. Participation in scheduled activities is strongly encouraged, but optional. Please note that tuition *does cover* required trips. These trips are now included in tuition since they take place during the school day and are part of our academic program.

Elective Classes/Athletics: Participation in elective classes offered after school and/or in athletics are extra and optional. Fees for these options are not covered by tuition.

We accept and do hereby agree to abide by this financial agreement / refund policy.

Mother's Signature & Date

Father's Signature & Date

**Arborbrook Christian Academy
Statement of Christian Faith**

We Believe...

1. All scripture is God-breathed. The Bible, in its original manuscripts, is without error and therefore authoritative in all matters of faith and practice (2 Timothy 3:16; 2 Peter 1:20-21; John 10:34)
 2. There is only one God, eternally existent in three persons, the Father, the Son, and the Holy Spirit. (Matthew 28:18-19; Deuteronomy 6:4; John 3:16, Titus 2:23; Galatians 4:6)
 3. God created man in His own image. Because of sin, man fell and became spiritually dead. Thus, man is in need of salvation. (Genesis 1:27; 3:1-24; Ephesians 2:1-2; Romans 5:12)
 4. In response to man's need, God the Father sent Jesus to this world to make atonement for sin. His substitutionary death on the cross and His bodily resurrection from the dead, provide the basis for salvation for all who believe. (John 3:16-17; 1 Timothy 2:3-6; Mark 10:45)
 5. Salvation is by grace through faith in Jesus Christ, not of works, lest anyone should boast. (Ephesians 2:8-9; 1 Timothy 2:5; 1 Corinthians 15:3-4)
 6. There will be a resurrection of both the saved and the lost – those who are saved to eternal life with God in heaven, and those who are lost to eternal separation from God in hell. (Luke 16:19-26, 23:43; 2 Corinthians 5:8; 2 Thessalonians 1:7-9; Revelation 20:11-15)
 7. The Holy Spirit calls, convicts of sin, regenerates, and spiritually matures all who believe in Jesus Christ. (John 16:7-13; 1 Thessalonians 4:7; Ephesians 3:16; 1 Corinthians 2:12, 3:16; Galatians 5:22-23)
 8. Marriage is a covenantal relationship created by God for a man and a woman. Sexual intimacy is a gift from God and has its proper place only within the context of marriage. (Genesis 2:18-24, Leviticus 20:13, Malachi 2:14, Matthew 19:4-6, Mark 10:6-9, Romans 1:18-32, Romans 7:1-3, I Corinthians 6:9-11 & 17-20; I Corinthians 7:1-40, I Corinthians 7:2, I Timothy 1:8-11, Hebrews 13:4)
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We are in agreement with this statement of Christian faith.

Mother's Signature & Date

Father's Signature & Date

Arborbrook Christian Academy Parent Volunteer Cooperative

Parental involvement is a hallmark of our educational philosophy at Arborbrook Christian Academy. It is key to the success of our school and the successful education of your child! Arborbrook is a Cooperative School. This means that parents are intimately involved at every level of the school. They serve as board members, coaches, field trip planners, event planners, handymen, gardeners, photographers, technical support, room-mothers, supply shoppers, and so much more. Arborbrook has adopted the Parent Volunteer Cooperative (PVC) to assist in the organization of service opportunities for parents.

The purpose of the Parent Volunteer Cooperative (PVC) of Arborbrook Christian Academy is three- fold:

1. First, the PVC enables parents to be active participants in the education of their children. The school is an extension of the home in which parents accept the primary responsibility to teach their children the ways of the Lord. This is not only a biblical mandate, but is also a blessing to the parents, the students and the entire school. (*Deuteronomy 6, Proverbs 22:6, Matthew 18:5-6, Ephesians 6:4*).
2. Second, the PVC provides an excellent outlet for parents to share their gifts and talents with the body of Christ. *“Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others.” (Romans 12:4,5)*
3. Finally, the PVC helps keep the cost of education at a minimum by reducing the number of paid staff needed, and thereby reducing tuition for those families choosing to participate.

PVC Teams

Once your family has been accepted and your children are enrolled at Arborbrook, you will be asked to join a team where your gifts can be utilized. The PVC Coordinator may answer any questions you may have and help you decide which team(s) may best allow you to use your gifts and talents to glorify our Lord as well as enrich our school. A benefit to joining a team is the community you will experience while working with like-minded individuals.

Part I: PVC Service Commitment

The PVC service commitment is 45 hours per year per family. Husband and wife may combine their hours to reach the minimum goal, but they may not count the hours of their children who serve if they are less than 18 years of age.

Part II: PVC Facility Commitment

In addition to the 45 hours stated above (in areas of your choice), all families are required to serve an additional four hours (per family) during the summer on tasks related to the maintenance, upkeep, and improvement of our facilities. These four hours must take place during the summer on facility up keep and improvements. It is necessary that we come together as a school to prepare the facilities for teachers and students to use and enjoy all year long. Facility jobs could include any of the following: painting, carpentry, gardening, cleaning, organizing, small building projects, etc. Anyone who chooses to spend additional time during the summer working on facility projects can certainly count additional hours as service hours and they will contribute to the 45-hour service commitment. However, there is a minimum of four hours that need to be served on the facility in addition to the 45 service hours. Anyone who has not met the minimum requirement of four facility hours during the summer months will be assessed a facility fee of \$100.00. Unfortunately these hours cannot be made up during the school year as the summer is the time we use to prepare our facility for the coming school year. If you know in advance that you are unable to serve during the summer, you may submit the check for \$100.00 at any time with a note in the memo stating “facility buy out”.

Accounting & Recording:

Volunteers will log their facility and school year hours using the “Track it Forward” app. This is an honor system. We trust you to do what you have committed to do and to record. It is very important that you continue to record and report all of your service hours even after you have met your goal and commitment. We will be able to analyze the data from the PVC reports and determine how much time each activity, job or event really takes. This will help us in planning for the future and in determining which activities and events are worth the amount of time needed to carry them through. We are truly a cooperative school where EVERYONE participates. We will review each PVC report and be sure that all have fulfilled their commitment. **Any unfulfilled PVC hours will be charged at the rate of \$25 per hour.** This amount will need to be paid in full before your child’s final report cards are released. If you are transferring to another school, your PVC commitment needs to be fulfilled before we release records to another school.

Families with Babies:

We understand the time and energy that a new baby takes. We do not want to stress our young mothers beyond what they are able to handle. We want you to be able to nurture and care for your baby without the added stress of too many school-related responsibilities. For this reason, if you have a child under the age of 18 months on the first day of school or if you give birth within the first half of the school year, your PVC commitment is cut in half. This means that we only expect you to serve 22.5 service hours (three of which will be served during the summer on the facility).

Single Parents:

We also understand the unique demands of life that are placed on single parent families. For this reason, families with only one parent caring for the children, are only required to fulfill half of the PVC commitment. This means that we only expect you to serve 22.5 hours (three of which will be served during the summer on the facility).

Teachers and Staff:

All full-time teachers and staff are exempt from the PVC service commitment. However, full time teachers and staff who have children enrolled in the school will serve five hours in an area unrelated to their classrooms and teaching responsibilities. We strongly encourage the spouses of faculty and staff to serve these five hours to fulfill the family commitment. Half time teachers and staff with children enrolled will fulfill 22.5 service hours and two during the summer on the facility. Part time teachers and staff with children enrolled participate fully in the Parent Volunteer Cooperative (45 hours and four facility hours).

Additional Jobs:

Additional tasks and jobs that are not anticipated come up throughout the school year. These will be listed in the Weekly News Mail along with the appropriate contact person. This is one more way you can serve, bless the school, and fulfill your commitment in addition to the teams in which you serve. Please do not wait until the end of the year to fulfill your commitment. We may not have any needs or jobs to be filled and then you will have to pay out for any unfulfilled hours.

We have read, we understand, and we agree to abide by the Parent Volunteer Cooperative of Arborbrook Christian Academy. Furthermore, we agree to serve, with joy, and share the gifts and talents the Lord has given us for the benefit of the children, the school, and as a service to the body of Christ at Arborbrook.

Mother’s Signature & Date

Father’s Signature & Date