

## PARENT/GUARDIAN COOPERATION AGREEMENT

The school board and administration of Providence Classical School ("PCS") and the undersigned parent/guardian ("I" or "me") agree as follows:

### 1) Responsibilities of PCS

- a) In reliance on the commitments made below, PCS will enter into other binding contractual obligations to provide staffing, facilities, curricula, and other supplies during the school year.
- b) PCS will be responsible for academic placement according to an assessment and other generally accepted educational standards.

### 2) Responsibilities of Parent/Guardian

- a) I have read the following statements and will support PCS in the adherence to and pursuit of the principles of each statement: (i) What is Classical Education?; (ii) Providence Classical School Purpose; and (iii) Statements of Faith and Creation, Philosophy, and Curriculum.
- b) I agree to assume the responsibility for my child's education by supervising homework and cooperating with the teachers.
- c) I agree to support the rules, regulations, and policies of PCS.
- d) I understand that my child will not be admitted to class unless the proper forms, including immunization information, are on file in the school office.
- e) I understand and agree that continued enrollment and reenrollment of my children in Providence Classical School is dependent on my parental support of the school, its staff and its policies.

### 3) Fees

- a) I am responsible for the timely payment of my child's tuition, fees, and any required costs assessed.
- b) I am responsible for damage to books or school property by members of my family.
- c) I will pay fees and tuition by (please check):
  - I have enclosed my non-refundable \$100.00 registration fee for the school year 2008-09, which secures a space for my child for the 2008-09 school year
  - One annual tuition and fee payment due July 7, 2008
  - Two semi-annual tuition and fee payments due in July, 2008 and March, 2009, automatically drafted from my account
  - Ten monthly tuition and fee payments automatically drafted from my account September, 2008 through June, 2009
- d) I understand and agree that all report cards and transcripts may be withheld and enrollment refused if accounts are past due.

### 4) Non-placement and Dismissal

- a) I understand that PCS will refund my \$100.00 registration fee only if the school does not provide a place for my child for the 2008-09 school year. New student application fees and deposits are non-refundable.
- b) I understand that PCS reserves the right to dismiss any student who does not follow the rules, regulations, and policies of PCS or if I fail to do the same. Dismissal for cause does not relieve me of any financial commitment made herein.

## 5) Withdrawal

- a) Should the time ever come when I can no longer support PCS in its mission, I will discreetly and politely withdraw my child from PCS.
- b) If I withdraw my child between the date of enrollment and August 22, I will submit written notice to the Head of School AND remain obligated to pay the first semester's tuition and other required fees. If I withdraw my child any time after August 22, I will submit written notice to the Head of School AND remain obligated to pay the balance of the tuition due for the school year and other required fees.
- c) These financial obligations may be waived at the sole discretion of PCS.

## 6) Grievance

I will handle all grievances in accordance with the principles outlined in chapter eighteen of the gospel of Matthew. I will deal with the situation at its source. This usually means first speaking privately with the particular teacher or appropriate school staff member in a constructive and supportive attempt to get clarification or resolution. If honest attempts have been made and the issue remains unresolved, I will then speak to the Head of School. If satisfaction is still not realized, I will bring the matter to the PCS board by writing a letter to the PCS board president.

## 7) Dispute Resolution

- a) Any claim or dispute arising from or related to this agreement shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (a complete text of the rules is available at [www.HisPeace.org](http://www.HisPeace.org).)
- b) The party that initiates the claim or dispute shall be responsible for payment of the non-refundable filing fee to Peacemaker Ministries.
- c) Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction.
- d) The parties understand that these methods shall be the sole remedy for any claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

## 8) Signature

My signature below indicates that I have read, understood, and assented to this Parent/Guardian Cooperation Agreement, and that I have also read the attachment, "A Proper Understanding of the Parent/Guardian Cooperation Agreement."

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**Parent/Guardian Signature**

**Date**

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**Parent/Guardian Signature**

**Date**