



Parent/Guardian Cooperation and Continuous Enrollment Agreement

We have created a simple, seamless process to keep your child enrolled at Providence Classical School (“PCS”). PCS has adopted a continuous enrollment program whereby students will be continuously enrolled at PCS until Upper School (12th grade) graduation or until earlier discontinuation pursuant to the terms of this Parent/Guardian Cooperation and Continuous Enrollment Agreement (“Agreement”).

The School Board and Administration of PCS and the undersigned parent/guardian (“I” or “me”) enter in this Agreement and 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 reasonably necessary 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) Foundational Statements of Providence Classical School: Statements of Philosophy, Faith, and Creation. (ii) Classical Education Overview (found on our website at www.PCSvirginia.org).
- b. I will assume the responsibility for my child’s education by supervising homework and cooperating with the teachers.
- c. I will support all rules, regulations, and policies of PCS, including those contained in the Parent and Student Handbook.
- 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 that continued enrollment and re-enrollment of my child at PCS is dependent on my continued parental support of the school, including all administration, faculty, staff, and all of its rules, regulations, and policies.

3. Fees

- a. I will make timely payment of my child’s tuition, fees, and any required costs assessed.
- b. I will return books and school property undamaged.
- c. I will pay a \$150 non-refundable enrollment fee for the 2024-2025 school year, which secures a space for my child for the 2024-2025 school year. **This fee will**

be withdrawn from each families' FACTS account on March 1, 2024. New families will pay this fee within 3 days of acceptance to PCS and it will be withdrawn from their FACTS account. I will select a payment plan of annual tuition and fee payment automatically drafted from my account **July 1, 2024**, or two semi-annual tuition and fee payments due in **July 2024 and January 2025**, automatically drafted from my account, or ten monthly tuition and fee payments automatically drafted from my account **August 2024 through May 2025**.

- d. I will pay a \$500 non-refundable Annual Student Fee for grades K-12/\$300 non-refundable Annual Student Fee for ½ Day Kindergarten for the 2024-2025 school year per student. **This fee will be withdrawn from each families' FACTS account on July 1, 2024. New families enrolling after July 1, 2024 will pay this fee upon enrollment and it will be withdrawn from their FACTS account.**
- e. If I unenroll my child and then decide to re-enroll them (if there is a space available) later, there will be a \$300 re-enrollment fee.
- f. Report cards and transcripts may be withheld, and enrollment refused if accounts are past due.
- g. PCS reserves the right to charge late fees not to exceed 1.5% per month or 18% annually.

4. Non-placement and Dismissal

- a. I understand that PCS will refund my \$150.00 enrollment fee only if the school does not provide a place for my child for the 2024-2025 school year. I understand that new student application fees 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. Upon dismissal, I will complete and return the Student Separation Form to PCS.

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 no longer wish for my child to be re-enrolled at PCS, I will notify the office in writing by 3:00pm on February 9, 2024. Otherwise, my child will remain enrolled for the following school year. You must send an email to Mrs. Machie (hmachie@pcsvirginia.org) in the main office, so that we have your withdrawal in writing. **We will respond to you letting you know when we have received your email.**
- c. If I withdraw my child after February 9, 2024, I will submit written notice to the Head of School AND remain obligated to pay one semester's tuition and other required fees. If I withdraw my child any time after August 19, 2024, 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.
- d. These financial obligations may, upon timely submission of acceptable evidence, be waived at the sole discretion of the PCS Board under the following extenuating situations:

- i) A child is unable to continue at PCS due to the involuntary relocation of the family to an inordinately far commuting distance from the school (example: an involuntary military reassignment to another state or country).
 - ii) A serious illness that does not allow the child to continue his/her education at PCS.
 - iii) A very significant change in the financial wherewithal of the family which would make payment a severe hardship.
- e. Upon Withdrawal, I will complete and return the Student Separation Form to 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 means first speaking privately with the particular teacher or school staff member with whom I have a conflict, in a constructive and supportive attempt to get clarification or resolution. If honest and sincere attempts have been made and the issue remains unresolved, I will then speak to the Head of School and will pursue any resolution recommendations made by her/him. If satisfaction is still not realized, I will bring the matter to the PCS Board by writing a letter to the PCS Board President. The Board will make a good faith effort to honestly and sincerely facilitate a mutually beneficial resolution.
- 7. **Dispute Resolution**
 - a. Disputes arising from or related to this Agreement shall be settled by negotiation, mediation and, if necessary, legally binding arbitration in strict accordance with this section.
 - b. The party sending the first written notice (the "Initial Notice") shall set forth in detail all of its issues in dispute. The other party shall have 5 business days to add any other issues or claims for resolution not identified in the Initial Notice. The parties shall have thirty (30) days from the date of the Initial Notice to resolve the issues identified in the Notices in good faith negotiation.
 - c. If unable to resolve the matter through good faith negotiation, the parties shall mutually select a mediator at any time but no later than 60 days after the Initial Notice.
 - d. If resolution of the dispute does not result from mediation within forty-five (45) days of the scheduled mediation date, the matter shall then be submitted to a mutually selected arbitrator for binding arbitration.
 - e. Judgment upon an arbitration decision may be entered in any court having jurisdiction.
 - f. 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 for such disputes, except to enforce an arbitration decision or for undisputed claims for the collection of debts.
 - g. Each party, regardless of the outcome, agrees to bear their own fees and costs along with one-half of the fees and costs of the mediator and arbitrator and any other related joint expenses.
- 8. **Signature**

- a. My signature below indicates that I have read, understand, and assent to this Agreement, and that I have also read the attachment, “A Proper Understanding of the Parent/Guardian Cooperation and Continuous Agreement.”
- b. Enrollment of my child in Providence Classical School is a privilege, not a right.

Providence Classical School does not discriminate on the basis of race, color or national or ethnic origin in the administration of its policies, admissions, scholarships, and other school-directed programs.