



PARENT CONTRACT: SCHOOL AND FAMILY

First Lutheran Church and School (FLCS) provides an environment in which our school promotes academic excellence that will encourage our students' spiritual growth. This program of Christian education provides support of parents to accept the challenge to "train up a child in the way he should go." Proverbs 22:6. FLCS holds that the Bible is the sole authority on all matters of faith and practice in life.

The purpose of this agreement is to provide a reminder to all parents and students, of our school, about the expected conduct and policies. This is so we can continue to flourish, progress, and achieve in an atmosphere of mutual understanding.

This contract is entered into between the First Lutheran Church and School, by and through its governing board (hereafter referred to as School) and its authorized signatory Director, and whose address is 2231 E. Broadway, Helena, Montana, 59601; and

(Father/Guardian) _____, whose address is
_____ Phone # _____ and

(Mother) _____, whose address is
_____ Phone # _____

(hereafter referred to as Parents) of _____
(hereafter referred to as Student) attending First Lutheran Church and School.

Whereas, First Lutheran Church and School provides education and other services for students attending the First Lutheran School, such services further identified in the *First Lutheran School Student – Parent Handbook (found online at www.firstlutheranhelena.org)* and policies adopted by the School Advisory Committee; and

Whereas, Parent(s) desire their child (Student) enroll, attend and receive the education and other services provided by said School; and

Whereas, it is the desire of the parties to define the terms, tuition and responsibilities of the various parties in this agreement, accordingly,

IN CONSIDERATION OF THE MUTUAL PROMISES MADE HEREIN, THE PARTIES AGREE AS FOLLOWS:

School Education and Services

School will provide education and other services, as described in the *First Lutheran School Student – Parent Handbook (found online at www.firstlutheranhelena.org)* to said Student; such Handbook being subject to change by the First Lutheran Church and School Advisory Committee, for a period of one school year, commencing on September 2, 2026 and completing the school year on June 2, 2027.

Parent to Comply with Handbook and Policies

Parent(s) agrees to comply with the conditions and responsibilities described in the *First Lutheran School Student – Parent Handbook (found online at www.firstlutheranhelena.org)*, the policies adopted from time to time by the First Lutheran Church and School Advisory Committee and the terms and conditions set forth in

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this Contract. Parent desires that their child (Student) receives education and other services. The *First Lutheran School Student – Parent Handbook* and policies are hereby made a part of this Contract.

Church Attendance

FLCS wants to spread the message of God's love to everyone, everywhere. We invite and welcome you to join our congregation in worship. You are welcome to attend First Lutheran church and be a part of our family of believers in Christ as our Savior.

Fundraising

FLCS will provide opportunities for fundraising during the school year. We encourage all students and their families to join in the fundraising opportunities. This fundraising assists in keeping the cost of the tuition down.

Parent's Obligation to Make Timely Payment Tuition

Parents agree to make monthly payment of the tuition amount set forth in the Attachment marked *Attachment One*, which is incorporated and made a part of this Contract. Parents agree to make checks payable to First Lutheran Church and School and deliver to the office or mail to:

First Lutheran Church and School
2231 E. Broadway, Helena, Montana 59601

Monthly Payment Schedule and Late Payment Charge

Parents agree the monthly payment is due no later than the 1st day of each month starting the 1st day of September for the first payment and the last payment due May 1st. Parents agree to pay a late charge of \$25.00 for each month the payment is late. Parents agree to pay a non-refundable registration fee each school year. Please reference the student-parent handbook for more information related to payment.

Parent's Obligation of Notice

For any Student whose tuition is seven (7) days delinquent, the parents will be contacted by the director or a designee to make payment arrangements. For any Student whose tuition is one month delinquent, and where special arrangements have not been agreed upon in writing by the director or a designee, written notice will be sent to the Parents at the address identified herein. The notice will indicate that the Student's enrollment and attendance in the School will be discontinued within five (5) business days from the date the notice was sent. The Student will not be allowed to re-enroll or attend or receive the education or other services until full payment of delinquent amounts, including late fees, have been paid in full, and upon written consent of the School Advisory Committee and School Director. School records for the Student will not be released until all charges are paid in full.

In addition, a Student's attendance at the school may be terminated upon failure of the Student to comply with the Student Code of Conduct as described in the *First Lutheran School Student – Parent Handbook* (*found online at www.firstlutheranhelena.org*) and policies adopted by the School Advisory Committee.

Parent's Responsibility to Provide Notice to Withdraw Student

Parents shall provide the Director with written notice of the Parent's intent to withdraw their Student from enrollment from the school. This written notice must be provided to the director one month (30 days) prior to actual Student withdrawal. The Parent's financial obligation for the current month will discontinue one month (30 days) after receipt of written notification or when the Student leaves the school, whichever is later.

Collection Fees and Costs

Parents agree to pay for all collections fees, including court costs and attorney fees should it be necessary to engage a collection agency to enforce the terms of this contract and/or recover delinquent tuition.

Parents' Joint and Severable Financial Responsibility

Parents agree they have joint and/or severable liability for any and all tuition, book or activity fees, interest, late payment fees, or collection costs incurred as a result of this contract.

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Contract Cancellation

First Lutheran School reserves the right to cancel the Parent Contract due to any noncompliance of contract terms.

I have read the entire Contract and Attachments One and Two and agree to the terms herein. I understand that my Child and I are responsible for complying with the policies of the School Advisory Committee and the *First Lutheran School Student – Parent Handbook* (found online at www.firstlutheranhelena.org). I agree to the charges and financial conditions set forth herein.

Person(s) Responsible for Tuition Payment _____

Additional address of person(s) responsible for payment _____

Parent or Legal Guardian

Date

Parent or Legal Guardian

Date

Director, on behalf of First Lutheran
First Lutheran Church and School
Helena, Montana

Date