



# FIRST LUTHERAN CHURCH AND SCHOOL

THE LUTHERAN CHURCH MISSOURI SYNOD

## PARENT CONTRACT - SCHOOL AND FAMILY CONTRACT FOR AFTER SCHOOL CARE

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 Broadway, Helena, Montana, 59601; and

(Father/Guardian) \_\_\_\_\_, whose address is

\_\_\_\_\_ Phone # \_\_\_\_\_ and

(Mother/Guardian) \_\_\_\_\_, 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* 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:

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 After School Care for First Lutheran School students, who are in preschool and prekindergarten, from 3:00 – 4:30 PM each day, excluding school holidays, commencing on September 2, 2026. This service may be subject to change by the First Lutheran Church and School Advisory Committee.

#### Parent to Comply with Handbook and Policies

Parent agrees to comply with the conditions and responsibilities described in the *First Lutheran School Student – Parent Handbook*; the policies adopted from time to time by the First Lutheran Church and School Advisory Committee and the terms and conditions set forth in this Contract. Parent desires that their child (Student) receives education and other services. The *Student – Parent Handbook* and policies are hereby made a part of this Contract.

#### Parent's Obligation to Make Timely Payment for After School Care

**Parents agree to make monthly payments to the after school care in the amount of the monthly invoice. See the Attachment marked "Attachment One", which is incorporated and made a part of this Contract.** Parents agree to make checks payable to First Lutheran School and deliver to the office or mail to:

First Lutheran Church and School  
2231 Broadway  
Helena, Montana 59601

Monthly Payment Schedule and Late Payment Charge

**Parents agree the monthly payment is due no later than the 1st 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.**

Parent's Obligation of Notice

Should any Student whose payment is seven (7) days delinquent, the Parents will be contacted by the Director, or her designee, to make payment arrangements. Should any Student whose payment is one month delinquent, and where special arrangements have not been agreed upon in writing by the Director, written notice will be sent to the Parents at the address identified herein. The notice will indicate the Student's enrollment and attendance in the after-school program 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 tuition, principle and late fees have been paid in full, and upon written consent of the School Advisory Committee and Director. School records for the Student will not be released until all charges are paid in full.

In addition, a Student's attendance at After School Care may be terminated upon failure of the Student to comply with the Student Code of Conduct as described in the *Student – Parent Handbook* and policies adopted by the School Advisory Committee.

Parent's Responsibility to Provide Notice to Withdraw Student

**Parents shall provide the Director written notice of the Parent's intent to withdraw their Student from enrollment from the after-school program. 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 Jointly and Severable Financial Responsibility

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

I have read the entire Contract and Attachment One and agree to the terms herein. I understand that my Child and I are responsible to comply with the policies of the School Advisory Committee and the *Student – Parent Handbook*. I agree to the changes and financial conditions set forth herein.

Person(s) Responsible for Payment \_\_\_\_\_

If multiple parties divide the cost of after school care, please indicate here.

A copy of the statement to be mailed to both parties listed.

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Director

\_\_\_\_\_  
Date