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MacArthur Park Lutheran School

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**CONTRACTUAL AGREEMENT  
2024-2025 SCHOOL YEAR**

Student's Name \_\_\_\_\_ Class \_\_\_\_\_  
Last First Middle 2024-2025

- A. We, the undersigned, understand that MacArthur Park Lutheran School (MPLS) operates as a ministry of MacArthur Park Lutheran Church (MPLC) and strives to uphold a Christian environment in all areas of its operations. As part of our commitment in enrolling our child at MPLS, we agree to:
  - 1. Uphold the school consistently in prayer, attend parent meetings, and serve the school with time and talents as enabled according to God's leadership.
  - 2. We commit to a minimum of ten voluntary service hours during the school year, or a one-time fee of \$100.00.
  - 3. We commit to fundraising participation or a one time fee of \$150.00.
  - 4. We will bring any and all questions or areas of concern directly to the persons involved so that they may be properly considered. The school, desiring open communication, will keep parents informed of changes in policy and procedures.
- B. We understand that the financial agreement by the parents is very important to the financial stability of the school and agree to fulfill all financial obligations and adhere to the policies and regulations as required by MPLS.
  - 1. Tuition is based on a **10- month school calendar beginning on August 1 thru May 1st**. Tuition can be paid in monthly payments or in full at the time of registration. It is important to understand that tuition is based on the annual cost divided into 10 payments. **Monthly tuition is required regardless of absences – including vacation and illness.**
  - 2. Tuition and Extended Care fees in arrears may each be assessed a late charge each month until paid in full.
  - 3. Enrollment or re-enrollment is contingent on being current with tuition payments.
- C. We understand that in the event of withdrawal by the student, or dismissal by the school the following schedule shall be in effect:
  - 1. **All registration fees are non-refundable unless the student is not accepted for enrollment.**
  - 2. A student is enrolled until written notification is given to the school two weeks in advance.
  - 3. Tuition in arrears and fees must be paid before records, or transcripts are issued. **In the event we fail to abide financial obligation, we acknowledge that MPLS is entitled to commence collection procedures through Phoenix Recovery Group.**
- D. We have shared all background information relevant to our child and understand that the administration has full responsibility for placing our child in the proper level. **(Failure to share related information may result in dismissal from the school and forfeiture of any and all fees paid).** We further understand that the school reserves the right to dismiss any student who does not cooperate with the educational process, academically or behaviorally.
- E. We understand that in custodial cases, a copy of all court orders relevant to the child's enrollment must be submitted to the school office. **If such court-order documentation is not on file in the School Office,** the MPLS Staff will afford full parental rights to both parents.
- F. We agree that the student may participate in all school activities and school-sponsored trips away from campus unless the school receives written notice to the contrary. Notices are sent to parents prior to any field trips.
- G. This contract may be voided by action of the School Board, or upon official withdrawal of the student.

As representative of our family, I am signing this agreement.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

RESPONSIBLE PARTY'S SOCIAL SECURITY #: \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE OF NON-DISCRIMINATORY POLICY**

MacArthur Park Lutheran School does not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational policies, employment practices, admission policies, athletic, and other school-administered programs.