



ST. ANDREW SCHOOL

A Catholic and Classical School

PREK ENROLLMENT AGREEMENT

ST. ANDREW SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL, OR ETHNIC ORIGIN IN ITS ADMITTANCE POLICIES

I. GENERAL CONDITIONS

In consideration of the payment of tuition, St. Andrew School agrees, upon the student's enrollment, that it will endeavor to educate the student according to the curriculum established by the St. Andrew Board. The undersigned parents(s) or legal guardian(s) agree to the following terms and conditions.

- A. This Agreement is between the parent(s) or legal guardian(s) of the above-named student(s) and St. Andrew School. It is not binding on the School until executed by the Principal or his/her designee.
- B. The School reserves the right to accept or reject students for enrollment or re-enrollment, notwithstanding the submission of the Enrollment Agreement.
- C. In the event that the School is unable to provide or continue its education services to the student for any cause, the School will not be liable for claims for any costs or expenses incurred as a result.
- D. Parent(s)/guardian(s) will contact the principal immediately if they are unable to pay the monthly tuition. If a parent/guardian is more than 30 days late on a tuition payment, the School may remove the child from the school.
- E. This agreement with St. Andrew School is a commitment to pay the entire 10-month tuition amount. The Board annually establishes the tuition based on enrollment and operating costs. In order to maintain lower tuition, it is not possible to provide refunds for early withdrawal except in the following cases:
 - o Catastrophic events within the family such as loss of job or serious illness within the family;
 - o Moving outside of the greater Helena area (a 30-mile radius around St. Andrew School)
 - o Request for refund should be submitted to the board in writing. No fees are ever refundable. The board shall have sole discretion in determining if the situation warrants a refund of tuition and the amount of the refund.
 - o St Andrew School will make all attempts to collect unpaid tuition.
- F. The religious education program is based on the Catechism of the Catholic Church. Students who are not Catholic are not excused from participating in the religious education program. All students must attend all Chapel services, but may maintain respectful silence if their own religious commitment does not permit them actively to participate.
- G. Students will be expected to treat other students with respect and to abide by the St. Andrew PreK Handbook.
- H. Parents agree to support the mission and policies of the school.
- I. St. Andrew School is operated by St. Andrew School, Inc., a private, not-for-profit Montana Corporation. The mission and policies of the School, specifically including matters relating to curriculum, employment and assignment of faculty and all other issues relating to the operation of the School are established by St. Andrew School, Inc., through its Board of Directors, agents, and Principal. Parents have the right to raise concerns for the Principal's or the Board's

consideration in the manner described in the Handbook, but the Board's decision on policy matters is not subject to further appeal.

- J. This enrollment agreement incorporates by reference the terms of the St. Andrew PreK Handbook, but is otherwise the complete agreement between the parents and St. Andrew School. The parents acknowledge receipt of a copy of the St. Andrew PreK Handbook, as in effect on the date the parents sign this agreement, and that St. Andrew School will notify parents promptly of any changes to the handbook.
- K. In any civil action undertaken to enforce any provision of this agreement, the winning party shall be entitled to collect from the losing party all costs allowed by law, including reasonable attorney fees and the costs of using a collection agency.
- L. St. Andrew School may develop a comprehensive plan in an effort to reduce or control the spread of communicable diseases during public health crises. I understand that the School cannot completely control such circumstances and I release the faculty, staff, School, and any volunteers from injury or damage due to such communicable disease.
- M. The School's duties and obligations under this Agreement may be suspended or terminated immediately without notice during all periods that the School is closed or its operations restricted because of events including, but not limited to, any fire, act of God, war, governmental action or restriction, act of terrorism, epidemic, pandemic, earthquake, flooding, casualty to the facilities, or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Agreement may be postponed until such time as the School, in its sole discretion, may safely reopen or resume operations. In the event that the School cannot resume operations due to such an event or its residual effects, under this clause, the School is under no obligation to perform any terms or conditions of this Agreement.

II. PRESCHOOL PROGRAM

By this agreement, parents acknowledge that they have read and understand the St. Andrew PreK Handbook including the following program details:

- A. The St. Andrew PreK program begins on the first day of regular K-12 classes in August and ends on the last day of school in May.
- B. Three full-day schedules are available: MTWRF, MWF or TR.
- C. PreK classes are held from 8am to 3pm; after school care is available for an additional cost.
- D. Students will wear uniforms from Old Navy.
- E. Supply lists will be provided prior to the beginning of school.

III. FEES AND TUITION

This Agreement confirms the commitment of the parents to pay tuition to the School in return for reserving a place for the student. Parents agree to pay all tuition and fees according to the following schedule:

- A. \$100 non-refundable curriculum fee is due with this contract and holds your student's spot.
- B. Tuition will be due on the 1st of each month (Aug-May); August tuition will be prorated for actual days in session.
- C. Tuition schedule:

Five days per week (M T W R F)	\$675 / month
Three days per week (M W F)	\$475 / month
Two days per week (T R)	\$375 / month

- D. Families may increase to another level during the year and pay the higher rate when they change.