



City Tree Christian School

Enrollment Agreement, International Students, 2022-2023

This agreement is between City Tree Christian School (CTCS), a ministry of First Presbyterian Church (FPC) of San Diego, California and the Parent/Guardian:

_____ *Parent's Name* _____ *Agency Name (if applicable)*
 for the student, _____ *Student's First Name* _____ *Student's Last Name*

- The student will not be allowed to attend school until all of the following have been completed:
- 1) Payment in full is received. *(see Financial Worksheet & Agreement)*
 - 2) All required forms are turned into the school office.
 - 3) The Parent/Guardian and Agency (if applicable) has signed the Enrollment Agreement.
 - 4) A representative of CTCS has signed the CTCS Enrollment Agreement indicating the student has been accepted for admission by the appropriate CTCS Administrator.

I, the undersigned Parent/Guardian and/or Agency agree to the following:

1. Tuition for enrollment and attendance at City Tree Christian School (CTCS), and, if desired, extended childcare, is charged as daily rate, but paid in full before the start of attendance and is non-refundable.
2. Tuition should be made using one of the following methods:
 - Checks (made payable to "City Tree Christian School")
 - Cash payments must be made in the school office. The drop box may not be used for cash.
 - Credit Cards are accepted through the school office (Please note: A processing fee is applied to credit card transactions).
3. Non-Sufficient Funds (NSF) checks will result in a \$50.00 charge (and an additional late charge if applicable), and require replacement in the form of cash, money order, or cashier's check.
4. Financial adjustments **will not** be made for illness, skipped days, missed days, travel, or early departures
5. Children are to be picked up on time. After-hours overtime charges will be assessed as follows: \$1.00 for each minute past the student's contracted dismissal time, payable at the time the student is picked up. **The school closes at 6:00pm.** In the event that the parent/guardian has not picked the student, or contacted the school, by 6:30pm, the San Diego Police Department may be called to pick up the student.
6. **Liability** - The Parent/Guardian agrees to release and hold harmless First Presbyterian Church of San Diego, City Tree Christian School, their agents, employees, consultants, and independent contractors from all claims, damages, or other liabilities for injuries to their student which are not the result of gross negligence by the school, its agents, or employees. The Parent/Guardian agrees to reimburse City Tree Christian School for damages caused by their student.
7. **Authority to Interview/Inspect** – Parent/Guardian grants permission to the Department of Social Services/Community Care Licensing to conduct interviews and/or inspect student records without prior notification as a part of state licensing requirements.
8. **Suspension/Dismissal** - CTCS reserves the right to suspend or dismiss the student at any time for any reason.
9. **Parent/Guardian Obligations** - Parent/Guardian agrees to comply with the policies and procedures outlined in the CTCS Parent Handbook.
10. **Applicable Law** - This agreement shall be deemed to have been entered into in the State of California and its validity, effect, and operation shall be determined according to California law.

REQUIRED FORMS

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| <input type="checkbox"/> Enrollment Agreement (this form) | <input type="checkbox"/> Student Medical Information Form |
| <input type="checkbox"/> Financial Worksheet and Agreement | <input type="checkbox"/> Immunization Record, up to date |
| <input type="checkbox"/> Student Information Form | <input type="checkbox"/> Special Events Permission |

_____ <i>Parent/Guardian</i> _____ <i>Date</i>	_____ <i>Agency (if applicable)</i> _____ <i>Date</i>
_____ <i>Representative of CTCS/FPC</i>	_____ <i>Title</i> _____ <i>Date</i>