

# Continuous Enrollment Agreement

Return this completed form to the school office by Friday, December 17<sup>th</sup>



## Parent/Guardian Authorization

Please initial each appropriate box and sign accordingly.

### Enrollment & Financial Agreement

\_\_\_\_\_ I understand that continuous enrollment means that Mother Teresa of Calcutta Catholic School (MTC) student(s) will return to MTC every year unless I notify the school otherwise or the school administration makes the decision that my student may not return. I understand that I have the responsibility each year to inform the Admissions Office of any changes in my enrollment plans for my child(ren). I understand that the signing of this Continuous Enrollment Agreement and that my current financial agreements in FACTS for this current school year will apply to all school years going forward until I notify MTC of any changes or plans to withdraw my child(ren). If my child is currently on a scholarship, I agree to a 10-month payment plan. I agree to keep our student's demographic information updated in ParentsWeb. I agree to the financial policies set forth in this agreement and acknowledge that we will review the Parent/Student Handbook each year for any changes to those policies. I agree to fulfill all financial obligations promptly. I understand that MTC will publish the following school year's tuition rates in the spring and send an email to families when the new year's rates become available. At that time, if you cannot afford the new tuition rate, the school will refund your re-enrollment payment if you notify the school within 10 days of when the rates are published.

\_\_\_\_\_ I understand if I breach this agreement by withdrawing my child/ren after July 1<sup>st</sup> that I will be obligated to pay the 1<sup>st</sup> month of tuition for the start of the new school year. We understand there are unique circumstances and MTC recognizes that family plans change. Families withdrawing after the announced deadline will be exempt from the 1<sup>st</sup> month's tuition for the new school year if:

- Moving/Relocation 25+ miles away from MTC.
- Educational needs for the student that can no longer be met at MTC as determined by the MTC administration.
- Withdrawing at the request of MTC.

### School Family Handbook

\_\_\_\_\_ I agree to read the MTC Family Handbook yearly and will support the policies as described, including but not limited to discipline code, conduct policies, dress code, technology usage, and athletic policies. I understand that there are changes made to the handbook yearly and will continue to familiarize myself with the policies therein.

### Custodial Guardianship

\_\_\_\_\_ I agree to provide the school with a copy of the child's parenting plan if there is a divorce or separation in the family. I understand that the school, unless otherwise decreed by a court order, will provide communications to both parents.

### Diocese of St. Petersburg Volunteer Requirements

\_\_\_\_\_ A Diocesan background check and Safe Environment Training are mandatory for all volunteers in a student supervisory position. All volunteers at MTC must complete a "Level II" background screening (which includes fingerprints), Safe Environment Program training and other administrative items including the written volunteer application vetting process. No one may work with MTC children until references are processed, the Safe Environment Program training is taken, and a "Level II" background check has been completed.

### Family Volunteer Agreement

\_\_\_\_\_ As a condition of school registration, all families are required to complete 10 volunteer hours for one student or 20 volunteer hours for 2 or more children. Those who fail to meet this requirement will be charged \$20.00 for each hour missed.

### Diocese/MTC Photo and Video Permission

\_\_\_\_\_ I give consent for videos and pictures of my child (ren) for school use only. I understand that during the year videos and pictures may be taken of the MTC students. These pictures may be used for school/diocesan use in various publications, such as, but not limited to, yearbook, website, and admissions/diocesan marketing materials. When choosing photos for social media, careful consideration will be taken to show photos with a purpose and to preserve the student's privacy.

### School Directory

\_\_\_\_\_ I agree to be included in the school directory. The school publishes a family school directory each year with class lists, family addresses, phone numbers, and email addresses giving the school community an opportunity to contact and communicate with one another.

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

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

Student(s) Name(s): \_\_\_\_\_

Family Name: \_\_\_\_\_