

# ST. MARK'S LUTHERAN SCHOOL

## LATCHKEY AGREEMENT 2020-2021

STUDENT NAME(S) \_\_\_\_\_

### TERMS OF AGREEMENT

1. **LATCHKEY HOURS:** Latch-key service will be available to all enrolled students with the following hours: Monday through Friday 7-8am, 3-5pm (earlier or later by special arrangement only). Latch-key services will not be available for early dismissal days. Any other days when services will be unavailable will be noted on the school calendar.
2. **RATES:** Families may choose one of the available programs:
  - a. **Hourly:** \$3 per hour per student, billed by the half-hour. No discount for full time or second/third child. Bills will be payable bimonthly.
  - b. **Flat rate:** \$50 per month for first child, \$25 per month for each additional child. Unlimited use of services. Will be billed monthly, due 15<sup>th</sup> of each month. **NO DEDUCTIONS** will be made for days, weeks or months absent from school.
3. **REFUND POLICY:** All payments made to the school are **NON-REFUNDABLE**. St. Mark's will not be required to refund any funds, if at any time the student withdraws by choice or is asked to leave by the school's administration.
4. **PENALTIES:** A \$ 10.00 late payment fee will automatically be added to latchkey account for any payment more than 15 days past due. Students whose accounts are 30 days past due may not be asked not to attend latch-key until fees are paid. Past due accounts will be submitted to a collection agency. If applicable, Parents/Guardians will be liable for all collection costs, including Attorney fees and Court costs. There is a \$ 40.00 service charge on all checks returned by the bank. Also, \$10.00 late fee will be charged, if applicable.
5. **PAST DUE ACCOUNTS:** Progress Reports, Evaluations, Transcripts will **NOT** be issued to parents with past due accounts. This includes amounts due for Registration Fee, Tuition, late payment penalties or returned check penalties, latchkey fees, hot lunch fees or any fundraising proceeds that are owed.

### FINANCIAL AGREEMENT

**Latchkey registration fee: \$10**

I hereby agree to pay for latchkey services as follows:

- Monthly flat rate (\$50 first child, \$25 each additional, with a start date of August 20<sup>th</sup>)
  - I UNDERSTAND THAT LATCHKEY IS BASED ON A 9 MONTH SCHOOL YEAR AND THAT PAYING MONTHLY, PAYMENTS ARE DUE IN ADVANCE ON THE 15th DAY OF THE MONTH, STARTING IN AUGUST (FIRST PAYMENT NEEDS TO BE MADE BY 9/1/2018). I UNDERSTAND NO DEDUCTIONS WILL BE MADE OR BE REFUNDED FOR ANY DAYS, WEEKS OR MONTHS MY CHILD IS ABSENT FROM SCHOOL. ALL PAYMENTS MADE ARE NON-REFUNDABLE.
- Hourly rate (\$3 per hour per child)

I understand I will be responsible for all penalties and Attorney fees if this account is sent to collection.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
DATE SIGNED