

CORNERSTONE ACADEMY OF EASTSIDE PRAISE

REFUND POLICY (#101)

By enrolling my child(ren) in Cornerstone Academy of Eastside Praise, or any program thereof, I agree to the following refund policy:

- Application / Registration / Insurance Fees are not refundable for any reason (unless the child is not accepted)
- Deposit / Curriculum / Supply Fees are refundable according to the following schedule:
 1. 90 days notice before the 1st day of school, 100% refund
 2. 60 – 90 days notice before the 1st day of school, 50% refund
 3. 30 – 60 days notice before the 1st day of school, 25% refund
 4. Less than 30 days notice before the 1st day of school, no refund

I also understand that I am enrolling my child(ren) for the entire school year. I agree to be responsible for the tuition and fees for the entire year. **If I need to remove my child(ren) from the program they are registered for, due to a family job transfer to another city or have other just cause, I must give the school a 60 day notice or 60 day tuition.**

I understand that this form is binding for each entire school year that my child (ren) are enrolled in CAEP.

Parent/Guardian _____

Date _____

CORNERSTONE ACADEMY OF EASTSIDE PRAISE

STATEMENT OF RESPONSIBILITY (#102)

(To be completed by all parents with students enrolled in the Homeschool Extension Program)

STUDENT(S):

1. _____
2. _____
3. _____
4. _____

We, the undersigned, understand that we are our child(ren)'s primary educators, and retain all rights and responsibilities thereof. We are utilizing Cornerstone Academy of Eastside Praise as a means of instruction and socialization for our child(ren), and understand that my child(ren)'s involvement in CAEP is not as a full time student. We understand that laws exist for home schooling families which we should abide by. CAEP is not responsible for our failing to receive information about, and/or failing to abide by home schooling laws for the state we reside in.

We understand this form is binding for as long as our child(ren) are enrolled in CAEP.

Father's Signature

Mother's Signature

Date

CORNERSTONE ACADEMY OF EASTSIDE PRAISE

AUTHORIZED RELEASE AND PICK-UP (#103)

Please allow my child(ren)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

to be released from Cornerstone to the following adults: Give name, relationship and phone # for each person who is allowed to pick up your child(ren).

- 1. _____
- 2. _____
- 3. _____
- 4. _____

I understand that my child(ren) will not be permitted to leave the staff of Cornerstone to anyone who is not listed on this release form without prior ***written consent*** from me.

I understand that this form is binding for each entire school year that my child (ren) are enrolled in CAEP.

Parent/Guardian Signature

Relationship to listed child(ren)

Date

Cornerstone Academy of Eastside Praise

Parent's (or Legal Guardian's) Statement of Agreement

The signatures below indicate that I/We have read, understand, and agree with the statements.

By making application for my child to attend Cornerstone Academy of Eastside Praise;

- ◆ I understand that Cornerstone Academy of Eastside Praise will provide my child with a Bible centered education in the Christian tradition. The mission of the teachers and administration at Cornerstone Academy of Eastside Praise is to inspire every student to become a mature follower of Jesus Christ.
- ◆ I agree to support the standards of the school in every area of its philosophy and policies, including academic, behavioral, spiritual, dress, moral and disciplinary policies.
- ◆ I agree that one or both parents (or legal guardian) are Christians who have professed faith in Jesus Christ.

If my child is accepted;

- ◆ I agree to assume the responsibility for my child's education by supervising homework, being an encourager, and keeping in regular contact with my child's teacher(s).
- ◆ I agree to support the school, to the best of my ability, through attendance and participation in the various school activities.
- ◆ I agree to support, to the best of my ability, the school's entire program through prayer and time.
- ◆ I agree that payments for tuition will be made on the specified day each month and if late, my account will be charged a late fee of \$20. If my payment is past due for more than forty-five (45) calendar days, I will be asked to withdraw my child from school. At this point, all regulations pertaining to the withdrawal policy are in effect. You have a seven (7) day grace period to bring your account to current status. At that time, should you choose, you may reinstate your child in the current year program.
- ◆ I agree to attend Parent Orientation, Parent-Teacher Conferences and other parent meetings as requested.
- ◆ Further, in the event my child becomes ill or is injured while under school supervision, I give permission for authorities to take the following steps:
 1. Contact a parent of the child and follow his/her instructions.
 2. Contact the child's physician and follow his/her instruction, in the event neither parent can be reached.
 3. Contact Emergency Medical Services.
- ◆ If, in the opinion of a properly licensed and practicing physician, my child needs medical or surgical services which require my consent before being supplied, and I cannot be reached, I hereby authorize, appoint and empower the Administrator, or her designee, to furnish on my behalf such written or oral authorization as may be so required. Further, I release the Administrator, or her designee, Director, teachers, Cornerstone Academy of Eastside Praise, its school committee, Eastside Praise Ministry Center and Pastoral Staff or any employee from all liability which might arise from the giving of such authorization. As the parent(s) I/We desire that my/our child be furnished with such medical or surgical services as seen as reasonably possible after the need arises.
- ◆ I understand that this application cannot be considered without the registration fee and that, if my child is accepted, I agree to the payment and/or refund policies as listed in the school's fee schedule.
- ◆ I agree if I withdraw my child from school that I must complete a withdrawal form. I understand that I must give a sixty-day (60) notice or sixty-day tuition. If my child is dismissed for extended inappropriate behavior or unacceptable work, I understand that I am still responsible to pay the sixty-day tuition. I understand that records cannot be forwarded to another school until all financial obligations have been satisfied.
- ◆ Cornerstone Academy of Eastside Praise reserves the right to refuse any application or dismiss any child at any time for unacceptable work or conduct, or any other reason it deems necessary.

- ◆ I grant permission for Cornerstone Academy of Eastside Praise to use class pictures, photographs of my child for promotional/educational materials such as yearbook, school brochures, or television/video ads. The parties to this agreement adhere to Christian principles and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to this agreement including statutory claims, shall be settled by biblically based mediation. If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation, Billings, MT (406-256-1583) shall be asked to provide the name of a qualified person that will serve in that capacity. The arbitration shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/it's own arbitrator and one-half of the fees and cost of the neutral arbitrator and any other arbitration expenses.
- ◆ Student or students whose parents are participating in any form of litigation against the school shall not be enrolled.
- ◆ I understand that this legal notarized document is binding for the new student and returning student for as long as my child/children are enrolled in Cornerstone Academy of Eastside Praise.
- ◆ I understand should the status of the signatures change on this legal and binding document, it is my responsibility to notify the school office.
- ◆ This notarized, legal and binding document covers following forms: **(please initial)** #101 _____, # 102 _____, # 103 _____ of which we / I have read and signed.

***Both parent's (if applicable) must sign this agreement, and it must be notarized. Please wait to sign in the presence of a notary.**

I have read, understand and agree to all terms listed above.

Father's Signature* _____ Date _____

Mother's Signature* _____ Date _____

Cornerstone Academy of Eastside Praise admits students of any race, color, national and ethnic origin to all the rights, privileges, and activities made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, or any other school administered programs. However, it is necessary to speak the English language as we are not equipped with bi-lingual staff.

State of Kentucky
County of Jefferson

On the _____ day of _____ 200__ ,

before me came _____ &

_____.

NOTARY PUBLIC

COMMISSION EXPIRES