

Lakeway Heritage Community Co-op 2018-2019 Parent Contract

This form is to be read very carefully by parents. There is a more complete explanation of these rules in the Co-op Policies document. This should be read by each family.

I. COOPERATIVE “VOLUNTEER” REQUIREMENTS Every registered family is required to fulfill a Adult Cooperative (“Volunteer”) Commitment each semester, Please read **Volunteer Contract form** .

II. FINANCIAL RESPONSIBILITIES 1) Tuition for LHCC is based on a monthly payment schedule, due and payable on the FIRST Tuesday of September, October, November, February, March and April. Should tuition not be paid at that time, a **\$5.00 late fee per student, per class, per week** must be paid with regular tuition payments.

2) During semester registration all Co-op registration/class material fees/ first months’ tuition/ extra study hall/insurance/building supply fees are to be paid. In addition, all Plan B Cooperative Shift payments are due.

3) The entire tuition for the semester (14 weeks) is owed to the teacher **unless you drop the class(es) by the end of the third week.** This is our drop deadline. Classes missed due to illness LHCC will not be discounted in any manner. The only exceptions to the above statement must be approved by the Lakeway Heritage Community Co-op Board.

4) Should a class be dropped after the 3 week (3rd day of classes) trial period, all tuition associated with the class is still owed to the teacher for the entire semester. Once registration has been processed, all pre-paid monies are non-refundable.

5) Should payment of **tuition fall behind more than one month**, your child will not be allowed to attend classes. Unless arrangements have been made with Lakeway Heritage Community Co-op Administration/Board, tuition and related late fees must be brought current for student to return to class.

6) Parents will be held financially responsible for any damages caused by their child/ren to the building, grounds, or equipment.

A Statement of Faith is not required; however, Lakeway Heritage Community Co-op is Christian based and staffed. Christian material is covered in classes, giving the freedom for teachers & staff to discuss their faith with LHCC students.