



PRIVATE SCHOOL SATELLITE PROGRAM (PSP) CONTRACT

As an enrolled member of Royal Oaks Academy (ROA), you understand that your parent/teacher responsibilities are as follows:

- Agree to diligently and consistently teach your child(ren) a reasonable course of study as outlined by the State of California Education Code. The *course of study* for each student shall be filed with the school office annually (see forms and due dates below).
- Keep attendance, lesson plans and records of completed work for each student and provide copies to the school office monthly or semi-annually as appropriate (see forms and due dates below).
- Maintain active membership in Home School Legal Defense Association.
- Submit this *Private School Satellite Program Contract* by the 10th of July along with payment of tuition and the following forms:
 - New Members: *Enrollment Application, Parent's Teaching Qualifications*, Immunization Record from medical provider (or signed exemption), Copy of Birth Certificate, *Request For Student(s) Cumulative Record* (transfer student).
 - Existing Members: *Returning Member Registration* and (if updated) *Parent's Teaching Qualifications* and Immunization Record from medical provider.
- Provide forms documenting student attendance, lesson plans and completed work by the following due dates:
 - 10th of September: *Annual Course of Study* (all grades), *Academic Goals for First Semester* (all grades), *Detailed Single Course Description & Standard* (Senior High only) and *High School Graduation Progress & Planning Chart* (Senior High only)
 - 10th of every month: *Attendance Record* (all grades). First one is due by the 10th of October.
 - 10th of February: *Academic Goals For Second Semester* and *Achievement Record* (all grades first semester)
 - 10th of July: *Achievement Record* (all grades first and second semesters)
- Seek help and/or advice from the school administrator when encountering problems with record keeping and/or home educating. (Families that become late with tuition or fail to submit forms within 30 days of due date will result in dismissal from ROA. To reactivate current enrollment, all past due monies and forms need to be submitted with a \$50.00 re-registration fee.)
- Pay all required late fees as stated below:
 - \$75.00 late fee when submitting tuition payment after the 10th of July.
 - \$15.00 late fee when submitting copies of records after the 10th of the appropriate month.
 - \$50 re-registration fee when reactivating current enrollment.

As a member you are aware of and agree to the limitation that Royal Oaks Academy **cannot** grant legal immunity or protection from harassment from legal authorities or legal prosecution (and neither can any other PSP). Royal Oaks Academy is providing administrative record keeping and educational support services only.

As parents, the responsibility for the education of your children is yours alone. It is your responsibility to provide and pay for your own curriculum, field trips and enrichment activities and to seek to further your education and skills as teachers. The sole purpose of ROA's Private School Satellite Program is to provide private school enrollment, record keeping accountability, parent/teacher guidance, support and encouragement.

Understand that once tuition is paid there is no refund, except in extreme emergencies. If you decide to disenroll from ROA at any time during the year, you will notify the Administrators by letter.

You have read Royal Oaks Academy's Statement of Faith, Educational Philosophy, and agree to abide by the school policies and procedures while enrolled. You further agree by your enrollment, voluntarily and without reservation, that in accordance with 1 Corinthians 6:1-8, you will not hold Royal Oaks Academy or Dan and Wendy Burris, any and all facilities used, and all other organizers associated with the school, responsible or liable for any injuries or damage your family or your guests may incur while participating in any Royal Oaks Academy function, field trip or event.

Father's Signature & Date

Mother's Signature & Date

***Please print, sign and make a copy of this contract for your files.
Submit the original with your application, tuition payment and other forms listed above.***

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