



# FAMILY CONTRACT

Parent Name: \_\_\_\_\_ SAMPLE \_\_\_\_\_  
(please print)

**Please initial that you have read and agree to the following sections and sign the 2<sup>nd</sup> page.**

\_\_\_\_\_ I agree to pay KEYS monthly tuition, due on the first day of each month, starting in September. I understand that a late fee will be applied if payment is made after 5:00 p.m. on the 7<sup>th</sup> of the month and that, if my payment is more than 30 days in arrears, my child/children may not be allowed to attend classes and may be required to leave KEYS.

\_\_\_\_\_ I have read **Policies at KEYS** (See Forms and Documents)

\_\_\_\_\_ I have read and agree with **KEYS Statement of Faith** (See Forms and Documents)

\_\_\_\_\_ I have read and understand the **ADD/DROP policy**. (Forms and Documents/Policies)

\_\_\_\_\_ I will read the **KEYS Memo** sent to my e-mail address each Monday.

\_\_\_\_\_ I understand that KEYS is a partnership among the teachers, staff, parents, and students. Each course is an independent study program, in which parents supervise the student's education, guided and facilitated by the teacher. **Parents are responsible for their student's integrity, behavior, industry, timeliness, and academic progress.**

\_\_\_\_\_ **Conduct:** Students are expected to operate within the following framework while at KEYS:

- ~ Respectful speech – profanity, lewd conversation and non-edifying jargon will not be tolerated.
- ~ Respectful attitudes – honoring those in authority, peers, and respecting others' property
- ~ Respectful dress – all clothing is to be modest and spiritually edifying. (See **Policies** for specifics.)
- ~ Self-governance – exercising self-discipline and self-control; accepting consequences

\_\_\_\_\_ All students and families will **respect each other's belongings and the church facilities**. Everyone is to clean up after himself/herself. Parents are responsible for any damage incurred by their student and must make necessary replacement/repair.

\_\_\_\_\_ If a student is not under the direct supervision of his/her parents, he/she will be subject to the authority and direction of designated KEYS personnel. Being enrolled at KEYS means that students,

while at KEYS, “willingly submit” to the principles outlined in the *Statement of Faith and Policies* document. (See Forms and Documents)

(KEYS Family Contract pg. 2)

\_\_\_\_\_ Parents, NOT KEYS LEADERSHIP , STAFF, OR PARENT VOLUNTEERS, are responsible for their children’s whereabouts at all times.

\_\_\_\_\_ **Attendance:** Students are expected to be prepared for class, to be punctual, and to attend all sessions scheduled unless previous arrangements have been made with the instructor with parental notification. I will notify the KEYS office if my child/children will be absent from classes.

\_\_\_\_\_ I understand that *families are asked to help with one activity each year.* I will contact the Family Ministries Coordinator to plug into the spot that fits best our family schedule at KEYED UP. (See KEYS Policies)

\_\_\_\_\_ Encouraging students to use their gifts to minister to and serve others is a foundational part of the KEYS vision. **Students in KEYS fine arts will be expected to participate in the class outreach projects.** While fine arts provide a natural avenue for ministry and service, we realize that not all students have either a gifting or interest in that area. With that in mind, academic-only students and lower-level fine arts students are required to be a part of the KEYS Student Ministry Service Team. (See KEYS Policies)

\_\_\_\_\_ Students may not use their personal cell phones while on the KEYS premises (building, parking lot, and grounds) from 8:00 – 5:30 on KEYS class days. Cell phones must be powered off and out of sight. Parents may reach students at any time through the KEYS office. Students may use the KEYS phone to call parents when needed.

\_\_\_\_\_ I understand that in order to participate in the KEYS graduation ceremony my student must successfully complete the **Worldview Analysis course** offered at KEYS or the equivalent. (See KEYS Policies for more information about what qualifies as an equivalent.)

\_\_\_\_\_ I understand that if I or my child/children do not abide by the aforementioned policies, they may be required to leave KEYS.

Please sign to indicate that you agree to each section of this contract.

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
KEYS Administration Date