

March 10, 2011

Dear SNS Families:

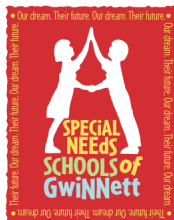
As plans are being made for the upcoming 2011 – 2012 school year, the Board of Directors would like to inform SNS families of a few upcoming changes. Included in this packet you will find your contract for the 2011 – 2012 school year and an informative flyer for a newly established scholarship. Please thoroughly read through all of this carefully.

Effective for the upcoming school year, there will be a shift in tuition costs due to our current financial situation as non-tuition revenue continues to be down. We have cut expenses in areas where we were able, but in order to off-set costs, and maintain our current integrity as a school, this must be done. To encourage involvement in our fundraising efforts, we have established a scholarship that will be awarded based on a family's support of SNS through volunteerism and fundraising efforts. The primary goal of this program is to allow SNS to keep tuition at traditionally low levels by enhancing our non-tuition revenues. Additional information regarding qualifications and award amounts are shown on the enclosed flyer.

If you have questions or concerns, a parent meeting has been scheduled for **Tuesday, March 22 at 7 pm** at SNS. Childcare will be provided and we encourage you to attend. Please note the SNS staff *will not* be available to discuss these changes or answer questions prior to the meeting.

Sincerely,

Wally Bryan, President  
SNS Board of Directors



# SPECIAL NEEDS SCHOOLS OF GWINNETT

## *SCHOOL – PARENT CONTRACT AGREEMENT PRIMARY, MIDDLE, HIGH, AND POST-HIGH SCHOOL*

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ between the Special Needs Schools of Gwinnett, Inc. (hereinafter “SNS”) and the parent (s) and/or legal guardian(s) (hereinafter “Parents”) of:

\_\_\_\_\_

This agreement is for the 2011-2012 school year that begins on August 9, 2011 and ends on May 24, 2012. Parents understand that SNS has made financial commitments to faculty and staff in order to assist with the education of Parents’ child. This contract represents the Parents’ financial commitment to SNS.

IN THE SPACES BELOW, PLEASE ***INITIAL*** EACH STATEMENT ***in the space provided***, INDICATING THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO EACH STATEMENT:

- \_\_\_\_\_ 1. **A non-refundable enrollment fee of \$100.00 accompanies this completed agreement**, and is submitted to the school office at time of registration.
  
- \_\_\_\_\_ 2. **Annual Tuition is \$9,120.00 per year. Monthly tuition is \$912.00 per month (if paid over 10 months from August, 2011 to May, 2012) or \$760.00 per month (if paid over 12 months – June, 2011 to May, 2012).** Monthly Tuition payments are due and payable on the 1st business day of each month. If Tuition is not received by SNS by the end of the 5th calendar day of the month, a late fee equal to 20% of all outstanding balances will be assessed and due immediately.
  
- \_\_\_\_\_ 3. **If legal action must be taken to collect a past due balance**, parents hereby understand that they are responsible for any collection costs, attorney fees and/or any related court costs incurred by SNS. Said costs shall be added to the Students Account as the costs are incurred and shall be a minimum of \$50.00 per collection letter sent and \$150.00 per court action.

\_\_\_\_\_4. **The following fees are due for students as noted below. Open House for the 2011-12 school year is Sunday, August 7, 2011 from 1-4pm.**

- a. Book Fee - \$100 due at Open House
- b. Supply Fee - \$75.00 due at Open House
- c. Activity Fee
  - i. \$100.00 due at Open House
  - ii. \$75 due with January 2011 tuition

\_\_\_\_\_5. **Annual tuition does not include** any Before or After School Care fees, Summer Program costs, registration, fees, or any after hour or extra-curricular classes which may be offered during the school year.

\_\_\_\_\_6. Tuition payments, book fees, supply fees, activity fees, Before School Care, After School Care fees and/or late fees assessed that are **more than 30 days past due** shall be reason for a child's **immediate expulsion from all SNS programs.**

\_\_\_\_\_7. No refunds will be made for absences or expulsions from any program at SNS. No refunds will be made for students who voluntarily leave any program at SNS without 30 days written notice to SNS. This means that by enrolling or re-enrolling your child at SNS, parents agree to be fully liable for the annual tuition and any other fees for services rendered by SNS (including but not limited to late payment fees).

\_\_\_\_\_8. **2011 Summer Enrichment Program:** Students who are pre-registered (by no later than June 1, 2011) for the 2011-2012 school year shall be allowed to take advantage of a discount rate of 50% per week for the 2012 Summer Enrichment Program Tuition. **Note that all 2011-2012 Tuition and Fees must be paid in full prior to the start of the 2012 Summer Enrichment Program for the above-stated discounted rate to apply. Otherwise the full rate per week will be charged. Also note that there is a Summer Enrichment Program Registration Fee in addition to any other SNS Tuition amounts and is due at the time of the Summer Program Registration.** Students are encouraged to, but not required to attend summer programs at SNS.

\_\_\_\_\_9. By signing below, parents agree that they understand the enrollment fee, tuition schedule and the school fees for their child. Parents understand that SNS is relying on parents to fulfill parents' financial commitments to SNS so that SNS can fulfill its financial commitments to others on parent's behalf.

\_\_\_\_\_10. The laws of the State of Georgia shall govern this SNS School-Parent Contract Agreement. In the event of default in the payment of any sums due hereunder, SNS shall be entitled to reimbursement from parents for all costs of collections, including reasonable attorneys' fees and court costs.

\_\_\_\_\_ 11. **Absenteeism:** Attendance at school is an important part of student success and achievement. **A pattern of absences puts students at risk of not achieving their potential for their grade level and courses.** Additionally, the state truancy law defines minimum attendance requirements and reporting requirements of schools related to truancy. The state truancy law (O.C.G.A. Section 20-2-690.2) defines truant as “any child subject to compulsory school attendance who during the school year has more than 5 days of unexcused absences”. According to state guidelines, excused absences include:

- a. Personal illness
- b. A serious illness or death in a student’s immediate family
- c. A court order or an order by a governmental agency
- d. Observing religious holidays, necessitating absence from school
- e. Weather conditions making attendance impossible or hazardous

**Please remember that if your student is absent from school, you need to send a note to the school stating the reason for his/her absence. In some instances a note from the doctor will be required.** Should the reason be one noted above, your student’s absence will be marked as excused. SNS teachers and school leadership will communicate with you regularly if there are school attendance issues. If absenteeism becomes a problem, the SNS Director will set up a conference with the parent(s) to address the concerns and issues. Excessive absenteeism, even if they are classified as excused absences by state guidelines, is grounds for expulsion from all SNS programs.

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**THE FOLLOWING ITEMS ONLY APPLY FOR PARENTS WHO RECEIVE THE STATE OF GEORGIA’S SPECIAL NEEDS SCHOLARSHIP:**

\_\_\_\_\_ 12. **Parents and Special Needs Schools of Gwinnett, Inc. shall be responsible to know and must abide by all Georgia Department of Education rules, regulations, and guidelines pertaining to the scholarship.**

\_\_\_\_\_ 13. **Tuition reimbursement: Tuition and fee payments must be made by parents as described in items 1-10 above.** When state payments for tuition are received by the school from the state (scheduled quarterly, but at the discretion of the state), SNS will notify you so you can come to the school office and endorse the checks, which will enable SNS to deposit the State checks as required by the Georgia Department of Education. At this time, you will have two options (please note your choice by circling the letter below):

- a. Receive a payment for the **credit balance of your account** once the state payment is applied. If you choose this option, your regularly monthly tuition will be due as per item 2 above.
- b. Keep the credit balance on your account as payment for future tuition payments. You will continue to receive a monthly statement showing your balance. **Once the credit balance is exhausted, your regularly monthly tuition will be due as per item 2 above.**

\_\_\_\_\_14. **Scholarship Shortfalls: *Parents are responsible for all tuition and fees as described in this contract. Any change in the state scholarship amount or the payment schedule will not change the responsibility for the parent to pay tuition in full and on time.***

Name of person(s) responsible for payment: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ email: \_\_\_\_\_

Child's Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
Father / Guardian Name (Printed)

\_\_\_\_\_  
Father / Guardian Signature

\_\_\_\_\_  
Mother / Guardian Name (Printed)

\_\_\_\_\_  
Mother / Guardian Signature

\_\_\_\_\_  
SNS Official Name (Printed) and Title

\_\_\_\_\_  
SNS Official Signature

Enrollment Fee Received \_\_\_\_\_

Check #: \_\_\_\_\_