

KANSAS CITY GIRLS ACADEMY

CHILD PLACEMENT/ENROLLMENT CONTRACT

THIS AGREEMENT, made and entered into this _____ [day] day of _____ [month], _____ [year], by and between Kansas City Girls Academy, a Missouri non-profit corporation, engaged in the care and rehabilitation of K-12-age girls on a Christian basis in a Christ-centered institution (hereinafter “the Ministry”), and _____ [guardian’s full name] and/or _____ [2nd guardian’s full name] of _____ [guardian’s city and state of residence], (the “Parent”), being the Parent(s), legal guardian(s) or having legal custody of _____ [child’s full name], a minor, age _____ [child’s age], born _____ [child’s birthday] (the “Child”), covenant and agree as follows:

Article I. Term; Residential Room and Board; Tuition; Other Expenses

Section 1.01 The term of this Contract runs from _____ [date] (“Beginning Date”) to _____ [date] (“Termination Date”) (collectively, the “Contract Period”) unless terminated prior to the Termination Date. Upon enrollment at the Ministry, the Parent agrees to the Contract Period and that re-enrollment will be on a case-by-case and year-by-year basis.

Section 1.02 Enrollment at the Kansas City Girls Academy also includes enrollment as a student at Kansas City Christian School.

Section 1.03 The Child’s combined monthly residential room and board and tuition fee of \$5,900 is due on or before the first of each month or partial month the Child resides at the Ministry. Additional financial terms are incorporated into this Agreement in Attachment 1. This monthly fee is in addition to the non-refundable admissions fee of \$2,400.

Section 1.04 The costs of providing residential care of a child include school uniforms, meals, and snacks, over-the-counter medications, linens, cleaning supplies, and other items necessary to provide room and board.

Section 1.05 The Ministry is the educational division of the Teen Challenge Southeast. When the Parent places the Child into the Ministry, he or she is also enrolling the Child as a student in the Ministry Christian School.

Section 1.06 The costs of providing a private education through the Ministry Christian School include lunch, course materials, teachers’ salaries, school uniforms, and other miscellaneous supplies necessary to operate the school.

Section 1.07 If the Parent chooses to remove the Child from the Ministry or a Child's enrollment is terminated by the Ministry prior to the end of the Contract Period, the Parent agrees to pay the Enrollment Fee and other fees as described in Article II.

Section 1.08 The Parent is responsible for any medical, dental, psychiatric, or other expenses incurred deemed necessary and incurred by the Ministry on behalf of the Child during the Contract Period or any extensions thereof.

INITIAL _____

Article II. Termination of Enrollment

Section 2.01 If parents choose to terminate the Child's enrollment, they are required to give a minimum forty-eight (48) hours' notice to the Ministry prior to their arrival to collect the Child. Prior notification is required to expedite the withdrawal process by allowing the Ministry the time necessary to collect the Child's personal belongings and to prepare a financial statement on the status of all the Child's accounts.

Section 2.02 **If Parents voluntarily withdraw their Child prior to the End Date, or the Ministry terminates this Contract prior to the end of the Contract Period due to either a Parent's violation of this Contract or a Parent's falsification of any documents or information during the application stage and/or leading up to or during the Child's enrollment, the following applies: The Enrollment Fee is owed for the remainder of the current month AND one additional month, in addition to any past-due account balances.** All such payments are due within 10 days of the Ministry's termination of the contract or the parent's day of withdrawal. For prepaid Enrollment Fees that were discounted, the monthly Enrollment Fee rate due will revert to the full monthly Enrollment Fee amount (\$5,900), and parents will owe the difference between the discounted rate and the full monthly Enrollment Fee amount for the current AND all previous months.

Section 2.03 **If the Ministry terminates this Contract prior to the End Date due to the Child's inability to adjust to the program or repeated disciplinary problems or for any other reason than those listed in 2.02, the following applies: The Enrollment Fee is owed for the remainder of the current month, in addition to any past-due account balances.** All such payments are due within 10 days of the Ministry's termination of the contract or the parent's day of withdrawal. For prepaid Enrollment Fees that were discounted, the monthly Enrollment Fee rate due will revert to the full monthly Enrollment Fee amount (\$5,900), and parents will owe the difference between the discounted rate and the full monthly Enrollment Fee amount for the current AND all previous months.

Section 2.04 All financial commitments must be satisfied before the Ministry will release any academic records, including transcripts.

Section 2.05 At least one (1) parent/guardian is required to accompany the Child off the campus within [2] days of enrollment termination. At termination, the Parent will be required to execute a Memorandum of Termination of Enrollment at the Ministry.

Section 2.06 The Parent guarantees that the emergency contact, whose phone number is located in Attachment 4 (Contact List), will immediately take the Child if the Parent cannot be contacted or refuses to take the Child at discharge.

Section 2.07 The Parent is responsible for any post-release services required.

INITIAL _____

Article III. Statement of Faith

The Parent is aware of the Ministry Statement of Faith as stated on its website teenchallenge.cc and understands that these beliefs will be taught to the Child while enrolled at the Ministry.

INITIAL _____

Article IV. Medication Management

Section 4.01 The Parent hereby gives permission to the Ministry, with a medical professional's care and supervision, to oversee the management of current medication(s) that the Child is taking.

Section 4.02 The Parent understands that in adjusting the Child's medication(s), certain risks may be present, and the Parent fully releases the Ministry from responsibility for any injuries or conditions that may occur to the child as a result.

Section 4.03 All modifications will be medically advised through a licensed healthcare provider, with a plan of action that will be provided.

INITIAL _____

Article V. Discipline Policies and Practices

Section 5.01 All discipline and behavior management will emphasize positive, and corrective methods. Disciplines will include means for teaching children that emphasize praise and encouragement for exhibiting self-control and desirable behavior, and methods for protecting children or others when a child is out of control and the child's behavior is likely to endanger himself, other persons, or property.

Section 5.02 Each Child will have access to the Student Handbook and rules will be explained.

Section 5.03 A general disciplinary response is initiated when a Child acts in one the following ways: dishonesty, disrespect, or disobedience.

Section 5.04 Employees involved in the direct care of children are trained in nonviolent crisis intervention through the Crisis Prevention Institute (CPI) which instructs in safe, non-harmful behavioral management techniques. Physical restraining of a Child is only used as a last resort and least restrictive approach in managing a Child when they are a threat to themselves or others. Corporal punishment is never used.

Section 5.05 In addition to the above, consequences may include but are not limited to additional chores, therapeutic writing assignments, and loss of privileges. When correction is necessary, the staff will clearly discuss the offense with the Child.

Section 5.06 The Parent acknowledges understanding of the disciplinary procedures and will support the Ministry in these procedures with the Child.

INITIAL _____

Article VI. Runaway Policy/Agreement

Section 6.01 the Ministry hopes that every Child recognizes their need for placement, but in the event a Child runs away, the Parent agrees to the following: (1) The Parent has toured the Facility and is aware that it is not a lockdown facility and therefore, the possibility of a Child running away does exist; (2) Parents recognize that Facility accepts students who may have a history of running away; (3) The Parent agrees that Facility will not be held responsible for any of the Child's actions or inactions, whether intentional or negligent, upon running away from the campus and that parents take full responsibility, including financial liability, for the actions of their child in this event; (5) The Ministry will report a runaway Child to the local authorities to facilitate their return. Staff members will organize a search of the immediate area to assist law enforcement with locating the Child; (5) Running away may be grounds for termination of enrollment; however, each incident will be handled on a case-by-case basis. If the Child is not dismissed, consequences may include time added, loss of privileges, etc.

INITIAL _____

Article VII. Photograph/Video Consent and Release

Section 7.01 The Parent gives the Ministry permission to use the Child's likeness, image, voice, and/or appearance as such may be embodied in any pictures, photos, video recordings, digital images, and the like (collectively, "pictures"), taken or made on behalf of the above mentioned.

Section 7.02 The Parent agrees that the Ministry will have complete ownership of such pictures, including the entire copyright, and may use them for any purpose consistent with the Ministry's mission.

Section 7.03 These uses include, but are not limited to, illustrations, bulletins, exhibitions, video recordings, reprints, reproductions, publications, advertisements, and any promotional or educational materials in any medium now known or later developed, including the internet and social media.

Section 7.04 The Parent acknowledges that he or she will not receive any compensation for the use of such pictures, and hereby releases the Ministry and its staff and/or agents and assigns from any and all claims which arise out of or are in any way connected with such use.

Section 7.05 This release in its entirety is also extended to any person or organization in or to whom the Ministry has authorized for the same purposes.

INITIAL _____

Article VIII. Parental Support Agreement

Section 8.01 Adherence to program/school guidelines and the personal participation of passes, parent meetings, etc. is paramount in the parent's responsibility as a stakeholder to the long-term success of the minor Child and agrees to provide such cooperation. The parent is responsible for seeking clarification from the Ministry regarding any unclear policies.

Section 8.02 The Parent understands that his and/or her cooperation with the Ministry, not only in the financial support, but also in the personal participation in the Ministry's program, is essential to the success of the attempt by both the Parent and the Ministry to rehabilitate not only the Child, but the entire family consisting of the Parent, the Child, and any other children of the Parent.

Section 8.03 The Parent agrees to follow all policies discussed during the enrollment interview and those provided in writing before or after enrollment. The parent should communicate their concerns with any necessary policy changes initiated by the Ministry. To fully support the Child's needs, it is required that the parent provide full support to all policies stated by the administration. The Ministry may consider a refusal to cooperate with previously agreed-upon guidelines as a voluntary removal of the Child from the Ministry.

INITIAL _____

Article IX. Spending Money and Gift Cards

Section 9.01 The Parent hereby understands that during the Child's residency at the Ministry, the Child may receive certain gifts, gift cards, and money from various donors, family members, and friends.

Section 9.02 The Parent acknowledges and agrees that these gifts, gift cards, and monies shall be held in the custody of the Ministry and will be used at the discretion of the Ministry for the benefit of the child for as long as the Child is enrolled at the Ministry.

Section 9.04 Upon discharge of the Child, any remaining such gifts, gift cards, and monies must be claimed by the Parent, in writing to the Ministry, within thirty (30) days of discharge, and if not so claimed, all of such will become the property of the Ministry to be utilized by the Ministry for the benefit of other children in residence. Any balances due the Ministry on the account of the Child will be deducted by the Ministry before any return of such gifts, gift cards and monies.

INITIAL _____

Article X. Parent/Child Interaction

Section 10.01 The Parent agrees to make regular face-to-face visits according to the published visitation policy attached to this Contract in the Attachments.

Section 10.02 The Parent agrees to comply with the telephone and mail policies outlined in the relevant Attachment to this Contract.

Section 10.03 If there is anyone with whom the Parent wants the Child to receive mail from, The Parent must indicate such in writing. All contacts must be approved by the ministry in accordance with previously agreed-upon guidelines.

Section 10.04 The Parent will be involved in medical, behavioral, and educational updates and decisions on a regular basis, as determined at the discretion of the Ministry administration.

INITIAL _____

Article XI. Non-Disparagement

Section 11.01 As of the execution of this Contract, the Parent agrees to take no action which is intended or would reasonably be expected, to disparage or harm the Ministry or any of the directors or agents of this Ministry or their reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity to this Ministry.

INITIAL _____

Article XII. Discharge

Section 12.01 Failure of the Child to adjust or conform to the Ministry's program will result in termination of this Contract prior to the Termination Date and without prior notice to the Parent. In such cases, the Parent is responsible for all room, board, and tuition fees as set forth in Article II of this Contract.

Section 12.02 The Parent shall make provision for the immediate return of the Child when behavior is beyond the capability of the Ministry or if the Parent falsified any information on the placement application or interviews.

Section 12.03 The Parent agrees that the emergency contact, whose phone number is located in Attachment 4 (Contact List), will immediately take the Child if the Parent cannot be contacted or refuses to take the Child at discharge.

Section 12.04 The Parent is responsible for any post-release services required.

INITIAL _____

Article XIII. Miscellaneous Provisions

Section 13.01 The Ministry agrees to develop a written service plan for the Child within 30 days of placement.

Section 13.02 It is understood by the Parent that, in addition to providing for the room, board, and education of the Child while in residence at the Ministry, the Ministry is primarily organized, as is its program, to develop the Child physically, emotionally, academically, and spiritually.

Section 13.03 The Parent acknowledges having been given the invitation for a personal tour of the Ministry's facilities and has, by personal observation, been made aware of such accommodations that are not herein specifically listed.

Section 13.04 The Parent will inform the Ministry and make accessible to the Ministry complete background information including social, logical, and medical records on the Child, if the Parent has not done so already.

Section 13.05 The Parent agrees that should the Child run away or leave the Ministry property without permission, the Ministry and its staff will not be responsible for any acts or accidents that may occur during such an absence. The Parent will assume all liability during any such unauthorized absences.

Section 13.06 The Parent acknowledges that placement of the Child is voluntary on the part of all parties involved and has determined that the placement environment is appropriate and does not represent an undue risk to the health and safety of the child or children being placed.

Section 13.07 The parent agrees to consistently, honestly, and reflectively inform the ministry of any conversations with their child that could be beneficial in maintaining their safety, well-being, and individual progress.

Section 13.08 The Parent understands and agrees that it is his/her responsibility to notify the Interstate Compact Agency in the child's state of residence of that child's new residence in the Ministry in the state of Missouri (Non-Missouri residents only).

Section 13.09 KCGA is governed and managed by Teen Challenge Southeast Region.

Section 13.10 Except as hereinafter specifically provided and except for a possible renewal of the same, this Contract will terminate one year from the date of enrollment. If the Ministry is willing to renew the Contract for another period, then in that event, at least thirty (30) days prior to the Termination Date, the Ministry will set a time to meet with the Parent to discuss either a renewal of the Contract, an amendment to the termination date, or discharge of the Child. Notwithstanding anything herein contained to the contrary, however, violation by the Parent to any of the above terms and conditions shall entitle the Ministry to terminate this Agreement prior to the Termination Date and without prior notice to the Parent. When such termination takes place on behalf of the Ministry, the Parent agrees to the removal and full responsibility of the Child back into the Parent's care at his/her/their expense within 48 hours of notification. Refusal to remove the Child will result in immediate contact of the proper authority to remove the Child. All expenses related to the removal of the Child are the responsibility of the Parent.

INITIAL _____

Article XIV. Dispute Resolution

Section 14.01 The parties to this contract are aware and approve of the Christian principles that underline the ministry. They acknowledge 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 1 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 Contract, or to any aspect of the relationship, including claims under federal, state, and local statutory or common law, the law of Contract, and the law of tort, shall be settled by biblically based arbitration conducted by a Christian arbitrator and in accordance with the rules adopted by the Ministry Board. **THIS REQUIREMENT AND THESE ARBITRATION POLICIES DO NOT APPLY TO THE MINISTRY'S EFFORTS TO SEEK COLLECTION FOR PAST-DUE, DELINQUENT ACCOUNTS.** The Ministry reserves the right to file a collection action in such cases, and Parent agrees to pay all attorney fees, court costs, and other costs associated with the resolution of the debt.

Section 14.02 The parties to this Contract affirm that these methods shall be the sole remedy for any controversy or claim arising out of this Contract (**EXCEPT THOSE ACTIONS SEEKING PAYMENT OF DELINQUENT ACCOUNTS**) and expressly waive their right to file a lawsuit against each other in any civil court for such disputes except to enforce a legally binding arbitration decision. The parties acknowledge that by waiving their legal rights to file a lawsuit to resolve any dispute between them, they are not waiving their right to employ legal counsel at their own expense to assist them in any phase of the process.

INITIAL _____

Article XV. Assumption of Risk and Liability Waiver

By signing below, I indicate that I have the understanding and capacity to enter this Contract and that I am fully informed as to and understand the contents of this document. **I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED WITH THE ENROLLMENT OF MY CHILD AT THE MINISTRY. I DO HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS** the Ministry and its agents and employees, and their heirs and assigns, from any and all past, present, future known and unknown liabilities, actions, causes of actions, claims, expenses, and damages, **INCLUDING THOSE CAUSED BY THE NEGLIGENCE OR FAULT OF THE MINISTRY, ITS LEADERS, EMPLOYEES, OR VOLUNTEERS**, and including without limitation, interest, penalties, court costs, attorney's fees, and expenses on account of injury to myself, my Child, or my property which I now have or which may arise in the future in connection with my Child's enrollment at the Ministry which is not the result of gross negligence, intentional neglect, or willful or wanton conduct by the Ministry or its agents, representatives, or employees.

INITIAL _____

I FURTHER RELEASE any and all claims brought by or through me, including claims for loss of consortium and all similar claims based on relationships with other people. **I EXPRESSLY AGREE** that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted in the State of [state] and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. **I ALSO AGREE** that any controversy or claim, by or through the party signing this release, arising out of or relating to the activities anticipated by this form shall be settled by binding Christian arbitration conducted by a Christian arbitrator, and judgment on the award

Attachment 1

Payment Plans/Fee Schedule/Financial Terms/Payment Methods

FINANCIAL AGREEMENT

The parent covenants and agrees to the financial support of the child while enrolled at the facility through compliance with the following Fee Schedule:

Fee Schedule Options:

TUITION: Payment plans include the following two options. For monthly payment options, payments are due on the anniversary of the enrollment date of the child.

OPTION #1 – ONE TIME PAYMENT

"I want to pay the full tuition amount up front and **save 10%**".

Full tuition \$70,800

Less 10% \$7,080

Amt: \$63,720 (**\$5,310/mo.**)

Note: \$63,720, Along with student account fees and enrollment fee, will be due upon enrollment.

OPTION #2 – MONTHLY PAYMENT

I want to pay tuition monthly.

Full tuition \$70,800 (**\$5,900/mo.**)

Note: \$5,900. Along with student account fees and enrollment fee will be due upon enrollment

INITIAL _____

REFUND POLICY

Turnaround Time:

- All refunds require a minimum 30-day turnaround from the date they are processed.

Admissions Fee:

- Teen Challenge charges a \$2,400 Non-Refundable admissions fee to cover the costs associated with preparing the Child. This admissions fee is required to secure an enrollment date.

Dismissal/Withdrawal Refund Policy:

- There is no proration of a current month's tuition upon dismissal.
- For option 1 (paid in full): In addition to the current month's tuition, an additional month's tuition will be charged before any refunds are issued.
- Once a parent/guardian has been notified that the Child is officially being dismissed, transportation or pickup is required to be secured and facilitated within 48 hours.
- Parents/Guardians are subject to a \$550 per day surcharge for each day that Teen Challenge provides services beyond the 48-hour pick-up window.
- Upon early withdrawal, tuition discounts will be voided and monthly tuition rates will revert to the full amount (\$5,900) before any refunds are issued.

Student Account Refunds:

- Families reserve the right to request a refund of the total balance of this account or donate the remaining balance of these funds to the center.
- Once a Student Account refund is requested, the balance of the student account will be refunded directly from the local program.
- The Child's specific expenses must be realized and resolved before the account is closed and the refund issued.

INITIAL _____

ENROLLMENT EXPLANATION

ADMISSION FEE:

A non-refundable Admission Fee of **\$2,400** is required at the time of enrollment or may be paid in advance to secure an admission date.


PERSONAL:

Every Student has special personal needs from time to time. These needs are paid through a separate Student Cash Account. A **\$500.00** deposit must be made to the Child’s cash account on the day of admission and replenished as needed.

Please Make the following (2) Individual Checks for Enrollment, Payable to:

Kansas City Girls Academy

CHECK #1 Tuition – (optional credit card payment available):

I choose option # _____	\$ _____	
+ <u>ONE-TIME ADMISSION FEE</u>	\$ <u>2,400</u>	

Payee: Initial here if the admission fee was paid in advance

ENROLLMENT AMOUNT DUE: \$ _____

Check #2 Student Account – (Payment by check only):

STUDENT PERSONAL ACCOUNT 500.00

We also accept: VISA / MASTERCARD / AMERICAN EXPRESS / DISCOVER

(For your convenience, we can automatically debit your account each month.)

Timely monthly tuition payments are critical to the service we provide to the Child and Parent on a daily basis. The facility provides a grace period of five business days. After five business days, a **\$50.00** late fee will be charged.

INITIAL _____

SECONDARY PAYMENT METHOD REQUIREMENT

To ensure continuity of service and avoid interruptions due to payment issues, The Ministry requires each enrolling family to provide a secondary form of payment. This secondary method will only be used if the primary form of payment fails and the balance remains unpaid after a 14-day grace period.

Prior to charging the secondary payment method, the Ministry will make a good-faith effort to notify the parent or guardian via phone and email to resolve the issue. If payment is not secured within 14 calendar days, the secondary payment method will be charged for the outstanding tuition balance, including any applicable late fees.

By enrolling the student, you agree to maintain both payment methods on file and to update The Ministry if there are any changes to your financial information.

PRIMARY PAYMENT METHOD (check one):

- Credit Card (initial processing on admission day)
- Bank Draft (initial processing on admission day)
- Other: _____

SECONDARY PAYMENT METHOD (Select above and fill out the payment form on the day of enrollment)

INITIAL _____

Attachment 3

Parental Consent and Acknowledgment of Faith-Based, Non-Clinical Mentorship Services

Program Description

Teen Challenge is a Christ-centered, residential mentorship and personal development program for youth ages 12–17. Our structured, discipleship-driven environment is designed to foster emotional resilience, spiritual maturity, and character development. Through intentional mentorship, life skills training, guided self-reflection, and experiential activities, students are equipped to make lasting changes rooted in faith, responsibility, and personal ownership.

Nature of Services.

Teen Challenge is not a licensed mental health facility and does not provide clinical therapy, psychological diagnosis, or psychiatric treatment. Our approach is clinically informed but biblically based, meaning that while our staff is trained in trauma-informed care principles and best practices in youth development, all services are grounded in Christian values and spiritual discipleship.

We offer:

- Faith-based mentoring and discipleship
- Character-building exercises and life coaching
- Guided group discussions (non-clinical peer support)
- Trauma-informed structure and relational care
- Equine-assisted personal development (non-clinical)
- Supportive, family-style living and structured routine

All services are designed to encourage spiritual growth, identity in Christ, emotional awareness, and the development of practical tools for life transformation. When appropriate, arrangements may be made for outside licensed therapeutic or psychiatric services through independent providers. These services must be discussed upon intake and agreed upon by both parties.

INITIAL _____

Parental Consent and Acknowledgment of Faith-Based, Non-Clinical Mentorship Services (continued)

Please read and initial each section below:

____ I understand that Teen Challenge is not a licensed counseling or mental health facility and does not offer clinical therapy, psychiatric services, or psychological evaluations.

____ I acknowledge that the services provided are mentorship-based, non-clinical, and centered on Christian discipleship and personal growth principles.

____ I give my informed and voluntary consent for my child to participate in the mentoring, character development, equine-assisted learning, and personal growth activities offered by Teen Challenge.

____ I understand that if additional professional mental health services are needed, they may be arranged through outside providers at an additional cost and are not covered by Teen Challenge tuition.

____ I understand that the purpose of this program is to support long-term life change through structure, faith, and intentional relationships—not short-term behavior modification.

Signature:

I affirm that I have read, understood, and agree to the terms outlined above regarding the services offered by Teen Challenge.

Parent/Guardian Signature: _____

Printed Name: _____

Date: _____

Attachment 4

VISITATION POLICY AND AGREEMENT

The Parent agrees that it is important to the restoration of the family for the Child to be visited on the designated Family Weekends. Family Weekends are scheduled on the 3rd Saturday of even months only (unless an alternative date has been provided by the ministry). Family Weekends are designed to be focused on family time. This time is not only for recreation but also for the opportunity to grow together as a family. Split families that decide to not share the family time, are required to work out an acceptable agreement between the two parties and notify the facility of the agreement.

Schedule and approved visitors: (Central Standard Time)

1. First Family Weekend (on campus) - Parents Only, one day, five hours on campus
2. Second Family Weekend (off campus) - Parents & siblings, Saturday (8) hours off campus and Sunday - attend church and return to campus by 4 pm
3. Grandparents may attend family weekends starting with the third visit

PASS TIME IS CONTINGENT ON THE CHILD'S CONTINUOUS PROGRESS IN THE PROGRAM.

The parent agrees to comply with all Facility guidelines on and off campus during Family Weekend. Failure to comply with this agreement may result in the dismissal of the Child.

INITIAL _____

Attachment 5

Mail and Telephone Policies

Mail Policy

All mail must be sent and received via the Parent. All correspondence with the Child will be restricted to those on the approved contact list unless prior approval is given by the Ministry staff. All mail is read by the Ministry staff before it is released to the Child. The Child's outgoing mail will also be monitored in this way. The staff has discretion in determining the appropriateness of all mail. Letters may be returned to parents if it is deemed counter-productive to the Child's overall well-being or a potential safety risk. No newspaper articles, clippings, internet or e-mail clippings, church bulletins, or school newsletters are allowed. Any photographs must be reviewed by staff for appropriateness and only include those that are in their approved contact list in order to be approved.

You may personally crop a photo with a straight cut to eliminate any violation of ministry guidelines. The ministry will not crop or alter any photos that you send. It should be noted that the staff of the Ministry will be the judge on the appropriateness of all photos.

INITIAL _____

Telephone Policy

Only Parents or Ministry Representatives may initiate a phone call. The Parent may call in to speak with staff. Ministry Representatives may call out. The child does not call out. All phone calls should be restricted to those listed on the above Attachment 4 (Contact List). A minimum of two calls are REQUIRED a month. If there is a failure on the parent's/ guardian's part to call at least twice a month, the Ministry will assume that you, the parents/ guardians do not wish to continue your enrollment agreement with the Ministry any longer and you will be asked to withdraw your daughter from the Ministry. Call time will be determined by a Ministry representative. Girls will be able to talk 20 minutes every other week. Additional Calls can be granted on major holidays and birthdays. Calls will generally be scheduled from Friday-Sunday. *Remember, we are on [Central Time].

INITIAL _____

Attachment 6
Contact List

[Child's Name]

1. Name: _____

Address: _____

Phone Number: _____

Relationship to Child: _____

4. Name: _____

Address: _____

Phone Number: _____

Relationship to Child: _____

2. Name: _____

Address: _____

Phone Number: _____

Relationship to Child: _____

5. Name: _____

Address: _____

Phone Number: _____

Relationship to Child: _____

3. Name: _____

Address: _____

Phone Number: _____

Relationship to Child: _____

6. Name: _____

Address: _____

Phone Number: _____

Relationship to Child: _____

EMERGENCY CONTACT (Not Parent)

Name: _____

Address: _____

Phone Number: _____

Relationship to Child: _____

INITIAL _____