

## Parent Handbook Changes 2024-2025

### 103.1 TUITION FEES

The annual tuition amount for your child is broken into weekly payments. Weekly statements are **NOT** sent. Tuition payments are due on the Monday of each week. A \$20 late fee is assessed on Tuesdays at 6 pm

Infant tuition is \$250.00 per week.

Toddler tuition is \$220.00 per week.

Tuition for ages 3 to school age is \$200.00 per week.

Payments may be made using cash, check, money orders, or Electronic Funds Transfer (EFT). Checks may be left in the payment drop box on the parent table located outside the Academy Office. Post-dated checks will not be accepted or held. Cash payments must be handed to the Academy Administration and a written receipt issued. **Do not give tuition payments to the teachers.** Request a form from the Academy Administration to enroll in the Electronic Funds Transfer program.

The Academy will provide an end of calendar year payment summary (**Dependent Care Letter**), at no cost, by January 31<sup>st</sup>. Additional payment summaries throughout the year will incur a \$3.00 charge, payment due at time of request by cash or check. **A family who leaves the Academy will receive the letter by the end of the month after the child's departure.**

### 103.1 SUMMER REGISTRATION/MATERIAL FEES

Current children who will be enrolled in public/private Kindergarten in August may stay in the program after June 30 until their Kindergarten start date for a one-time fee of \$40. This is a combination of reduced Registration and Materials Fees. This one-time fee is also true for any new child enrolling in the Academy during the months of May and June. **This will be in addition to paying weekly tuition.** This fee must be paid using cash and/or check.

### 103.2 VACATION POLICY

After 90 days of enrollment, each family is entitled to a two (2) week vacation at no tuition charge during the Academy calendar year (July 1 - June 30). This must be taken in a one-week/two-week increment and **CANNOT** be taken on separate days. To utilize this vacation time, parents must give a two-week (2) written notice to the Academy Administration **and pay** a \$20 Vacation Fee per child/per week of vacation. This Vacation Fee must be included with the two-week (2) written notice. The Scheduling Change Form is on the parent table located outside the Academy Office. This fee must be paid using cash and/or check. Families enrolling an additional child in the Academy and have already met the 90-day period for approved vacation for a current child, do not need to meet an additional waiting period for the added child.

#### **104.1 HOLIDAY CLOSINGS AND IN-SERVICE DAYS**

The Academy is open throughout the year except for the following observed holidays and in service days:

- **July 4<sup>th</sup>**
- **Labor Day**
- **October 24-25 (in service days)**
- **Thanksgiving Day**
- **The Friday after Thanksgiving**
- **Christmas Eve Day**
- **Christmas Day**
- **New Year's Day**
- **April 3-4 (in service days)**
- **Memorial Day**