



Ambassador Christian Academy

Financial Information Packet Day Care 2018- 2019

Enrollment Fee Policy

All policies regarding fees shall be stated in writing for the benefit of the parent and the school.

Students cannot start school if registration fees are not paid in full. Tuition fees for the next school year cannot be accepted if present tuition accounts are delinquent.

Pre Kindergarten- 4 (Pre K- 4) 4 years old by August 1st

Tuition will be paid on a monthly installment basis.

Registration Fee - \$135.00
Monthly Tuition Payment - \$768.00
Fundraiser Fee - \$100.00

Teachable Three Year Old Program

Tuition will be paid on a monthly installment basis.

Registration Fee - \$100.00
Monthly Tuition Payment - \$768.00
Fundraiser Fee - \$100.00

12 Months - Teachable Two Year Old Program

Tuition will be paid on a monthly installment basis.

Registration Fee - \$100.00
Monthly Tuition Payment - \$864.00
Fundraiser Fee - \$100.00

Tuition Payments

No deduction will be made in tuition **for** absence during the month, regardless of the cause of such absence. Therefore, there are no reductions in tuition amounts for any reason.

Annual tuition is calculated on a ten (10) month basis (August – May). If your child attends school one day of the month, you are required to pay for the entire month. No deduction will be made in tuition for absence during the school year, regardless of the cause of such absence.

- Payment is due on the 1st of the month
- Payment is past due after the 7th of the month
- **Student will be exclude on the 10th of the month if payment is not made**

CCDF and On My Way Pre K

In the event that your child does not work out at Ambassador Christian Academy, you will be required to pay the monthly cost of \$768.00. This fee is not covered by state funded programs.



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Late Pick Up Fees

Before Care hours: 6:00 a.m. – 8:00 a.m. After Care hours: 3:30 p.m. – 6:00 p.m. Late pick up fees are **\$5.00 for the first 15 minutes and \$1.00 for every minute over the scheduled pick up time.** Late pick up fees must be paid within three (3) business days. Please note: Voucher recipients are responsible for the payment of late pick-up fees. If late pick up fees are not paid, students will no longer be able to use the before and or after care service. (Example: A child picked up at 6:18 p.m. equals an \$18.00 late charge.)

Termination

Reasons for termination may include but are not limited to: failure of parent/guardian to pay fees, failure of parent/guardian to complete required forms, lack of parent cooperation, inability of provider to meet the child's needs, the inability of the child to adjust to childcare or the failure of parent to abide by contract/policies. In some cases immediate termination may include, but are limited to; failure for a parent/guardian to pay required fees, health or safety reasons of the children in care. Communication between parents and the provider is very important. Termination due to any of these reasons would be a last resort of parents/guardian and provider being unable to resolve the issue together.

Child Care Development Fund (CCDF) and On My Way Pre K

Vouchers have no monetary value and are not transferable. They may not be used to cover the cost of tuition, field trips, book fees, etc. Parents may be required to pay co-payments. Co-payments are calculated by deducting the total weekly amount paid by the CCDF Program from the cost of monthly tuition. The difference in the unpaid balance will be the parent responsibility.

Co-payments must be paid on the first of every month. If the first of the month falls on a weekend or holiday, your payment must be received by the next business day.

Your child must be check in and out daily. Failure to comply with this rule may result in removal from this program. Your child can not be swiped in for days we are not in school.

Fundraiser Fee

Fundraiser Fees (per student): \$100 12 Months – Pre Kindergarten 4

All fundraisers are optional. All students will be billed \$100 in fundraising fees. If you wish to participate in the fundraisers you earn a percentage of your total sale. The balance of this fee is due on or before October 15, 2018. Children will be excluded if the fundraiser fees are not met.

Ambassador Christian Academy has two major fundraisers per school year. We have the Otis Spunkmeyer Cookie Dough sales, which take place during the first semester of the school year. Our second semester fundraiser is World's Finest Candy Sale. From these sales **twenty five percent (25%)** of your total amount sale will be deducted from your Fundraiser Fee.

Example:

Sell \$800 in product, \$200.00 will be credited towards your Fundraiser Fee.

Sell \$1200 in product, \$300.00 will be credited towards your Fundraiser Fee.



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Return Check Fee

There will be **\$50.00 charge on all return checks**. If a check is returned to the school for any reason, we will no longer accept a check from you. You will be required to pay your account with cashier check, money order, credit card or cash.

Payment Schedules

Annual Payment

12 Months - Teachable Two's	Teachable Three's	Pre K-4
\$8640	\$7680	\$7680

Monthly

Installment #	Date(s)	12 Months - Teachable Two's Program	Teachable Three's and Pre K-4 Program
#1	July 23, 2018	\$864	\$768
#2	September 1, 2018	\$864	\$768
#3	October 1, 2018	\$864	\$768
#4	November 1, 2018	\$864	\$768
#5	December 1, 2018	\$864	\$768
#6	January 1, 2019	\$864	\$768
#7	February 1, 2019	\$864	\$768
#8	March 1, 2019	\$864	\$768
#9	April 1, 2019	\$864	\$768
#10	May 1, 2019	\$864	\$768
Annual Total:		\$8640	\$7680



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Please acknowledge your choices by initiating the services that you desire.

Enrollment Fee:

12 Months, Teachable Two's & Three's Annual Program \$100.00 _____

Pre Kindergarten 4 (Pre K 4) \$135.00 _____

This fee must be paid before the child start school.

Annual / Monthly Tuition Fee:

12 Months - Teachable Two's Year Old Program: \$8640 _____ Monthly: \$ 864 _____

Teachable Threes' Year Old Program & Pre K-4: \$7680 _____ Monthly: \$ 768 _____

On My Way Pre K

In the event that your child does not work out at this center you will be required to pay the entire monthly fee of: \$768.00 _____

All tuition payments are due on the 1st of the month. If payment is not made by the 7th of the month, your child/children will be excluded from school on the 10th of the month.

Fundraiser Fee:

12 Months – Pre K 4 \$100 _____

Due date: October 15, 2018. If you participate in the fundraiser, 25% of your total sale will be used towards this fee.

Your child will not be allowed to attend field trips or participate in any extra curriculum activity if your financial obligations are not paid.

Age Discrepancy:

I acknowledge that my child will not qualify for any of the state voucher programs that dictate that he/she will not be 4 years old (On My Way Pre K) or 5 years old (Indiana School Choice) by the August 1st deadline. _____

Termination:

Reasons for termination may include but are not limited to: failure of parent/guardian to pay fees, failure of parent/guardian to complete required forms, lack of parent cooperation, inability of provider to meet the child's needs, the inability of the child to adjust to childcare or the failure of parent to abide by contract/policies. In some cases immediate termination may include, but are limited to; failure for a parent/guardian to pay required fees, health or safety reasons of the children in care. Communication between parents and the provider is very important. Termination due to any of these reasons would be a last resort of parents/guardian and provider being unable to resolve the issue together.

Your child's space will not be held if he/she is terminated from school for any reason.

As a parent of an Ambassador Christian Academy student I fully understand and agree to meet all of my financial obligations.

Please Print – Parent Name

Please Sign – Parent Name

Please Print – Child Name

Date

Financial use only: Start Date: _____

Grade: _____

This document serves to clarify the financial responsibility between parents participating in one of the state funded programs that are offered through the state of Indiana and Ambassador Christian Academy.



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Gary, IN 46408
219.887.4473

Parent Financial Contract

This document serves to clarify the financial responsibility between parents participating in one of the state funded programs that are offered through the state of Indiana and Ambassador Christian Academy.

Choice Scholarship and or CCDF

By participating in either of the programs, you received an award amount payable to the school towards the usual and customary fees that are charged.

Any amounts that are not covered by your award are the sole financial responsibility of the parent(s) or guardians(s), and payments are due within the specified parameters of the school.

Awards are non-refundable and non-transferable. It is the responsibility of the parents that all state mandates are followed accurately and timely, which includes daily swipes (a.m & p.m.) for the Step-A-Head program, and keeping mandated appointments. Any failure to comply with the statutes that are set forth by the governing agency, which result in the loss of your benefits, will result in having the unpaid balance be the sole responsibility of the parents involved. _____

All tuition and fees will become the responsibility of the parents without benefit of discounts, arrangements, or alterations. All co-payments and tuition is due on the first of the month. Failure to comply with your financial obligation will result in exclusion or expulsion of your child until the financial obligation has been met. Any and all unpaid balances will be referred to an outside collection agency, which will result in additional service and our court fees that will be your responsibility. _____

Tuition shall not be prorated based upon disciplinary action, exclusions for non-payment, holidays, or absenteeism. The tuition fees are set based on a 10 month school calendar. _____

I have read and understand the Parent Financial Contract and the Financial Responsibility detailed within this communication. Any and all questions that I have were addressed in review with the finance personnel.

I accept and agree to the terms and conditions of the Parent Financial Contract for the 2018-2019 school year.

Signature

Print Name

Child's Name

Grade

Witness

Date