



## 2019 – 2020 Tuition & Policies Year-Round Care (Infant-K4 only)

(Year-Round Care is offered from 7:00 am – 6:00 pm)

This option is designed for year-round care to meet the needs of working parents till 6:00pm. We seek to follow all rules and regulations established by the state in providing a child care service for your child. It is our goal to follow these to the best of our ability and to provide quality care for students in a safe, loving, and Christian environment.

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**REGISTRATION FEE**      There will be a \$50.00 non-refundable registration fee due at registration.

<u>TUITION</u>	<u>Hours</u>	<u>Yearly Tuition</u>	<u>52 Equal Payments</u> <u>(June – May)</u>
<b>Infants</b>			
5 Days/week	7:00AM-6:00PM	\$8580.00	\$165.00
<b>1yr. old–K4</b>			
5 Days/week	7:00AM-6:00PM	\$8320.00	\$160.00

The Preschool Year-Round Care Program will be changing to a June – May school calendar. The weekly payment is due on Monday of each week, with the first weekly payment for the year due on June 3, 2019 and the last weekly payment for the year due on May 25, 2020. 100% fees are due for all ages regardless of days present or absent. The yearly tuition includes ALL fees. Should the student be withdrawn for any reason, the office will calculate any fees still due. Two weeks' vacation will be awarded after submitting a form to the office for approval.

**\*Please note: The only discount that will be given on the year-round tuition is the sibling discount.**

**Parents must set up an account with FACTS Management.** You can go online to sign up at <https://online.factsmgt.com/signin/3SJJR>. The year-round students are required to join FACTS Tuition Management this year for their payments. When setting up your account, please select the **Year-Round Weekly Agreement Option**. If you have multiple students with one being a year-round student and the other being a school year student, you will need to set up separate agreements for each of them. You are not officially registered until your FACTS account has been set up. A yearly \$50 fee will be charged once your account has been finalized by the office. This fee is paid directly to FACTS.

Tuition payments will be auto drafted on Monday of each week. If the tuition auto draft is unsuccessful, a \$30.00 NSF fee will be charged from FACTS and a \$10.00 late fee per student will be added to your account from NHA and your student will be unable to return until all tuition and fees have been paid. **Subsequent late charges may be applied.**

Separate invoices will be sent through FACTS for incidental expenses not included in your payment plan balance. The incidental expenses will be for lunches, sports fees, field trips, and other incidentals that come up throughout the year. They will be billed as needed and you will be informed when an incidental is billed. These

fees will be due on the 20th of each month, paid through FACTS. A late fee of \$5/month will be added to any incidental bill that is not paid on time.

**Lunch costs \$4.50 per day at NHA and is optional for K2 - K4.** A menu is sent home monthly for you to choose what days your student will purchase lunch and it will be billed monthly on the 20<sup>th</sup> through FACTS Incidentals.

NHA will be closed for all national holidays and some days following a holiday (Thanksgiving and Christmas). We will also be closed in observation of Good Friday.

If a child is picked up after 6:00pm a \$25.00 late pick up fee will be applied, after 6:15pm a \$50.00 late pick up fee will be applied, and fees must be paid in full for your child to be able to return.

## **RULES AND REGULATIONS**

1. I will complete a "Medical Authorization Form" before any medication is given to my child. Medicine must be in the original container with the child's name, date, name of medication, prescription number, if any, and dosage.
2. My child will not be allowed to enter or leave the facility without being with the parent, or a person authorized by the parent. Children will not be released to siblings under the age of 18 without prior consent on file.
3. I acknowledge it is my responsibility to keep my child's records current to reflect any significant changes as they occur. (e.g. telephone numbers, work locations, emergency contacts, child's physician, etc.)
4. I agree that I will not send my child to North Henry Academy if he/she has a fever of any degree, is currently, or had within the last 24 hours, been vomiting or had diarrhea, even if it is medication related.
5. I agree to pick up my child immediately when my child has any of the symptoms listed in # 4 and NHA calls me.
6. I agree that my child will lie down quietly for one hour. He/she does not have to go to sleep but must remain quiet while other children are sleeping. If my child will not remain quiet, I will be called by the Academy and will need to pick up my child immediately.
7. I will send a small blanket if my child needs extra covering. **I will mark everything with my child's name.**
8. I agree to send lunches that **DO NOT** need to be heated in a microwave for my child. If my child is to be added on for lunch (emergencies only please), I agree to pay the morning of fee at \$5.50.
9. I agree to pay my weekly tuition and fees on time and understand that fees will be applied if I am late with my payments.
10. I understand that NHA reserves the right to make changes to classroom & teacher assignments. This applies to placement & duration of your child in a particular classroom, which could result in rate changes, different classroom assignments, or any other unforeseen factor.

I have read the above information and understand all areas. I am willing to comply with the policies of North Henry Academy. I understand that NHA reserves the right to amend, change, or update this information at any point.

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Signature

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Date

***By your signing this application, you are accepting responsibility for complying with all tuition, fees, rules and regulations listed above.***