



## 2023–2024 Tuition & Policies Year-Round Care (K3-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. All students enrolling in our K3 and K4 program MUST be completely potty trained, no exceptions.

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**REGISTRATION FEE**            There will be a \$85.00 non-refundable registration fee due at registration.

<b><u>TUITION</u></b>	<b><u>Hours</u></b>	<b><u>Yearly Tuition</u></b>	<b><u>52 Equal Payments</u></b> <b>(July 31-July 22)</b>
<b>K3–K4</b>			
5 Days/Week	7:00AM-6:00PM	\$8840.00	\$170.00

The Preschool Year-Round Care Program runs on a July 31, 2023– July 22, 2024, calendar. The weekly payment is due on Monday of each week, with the first weekly payment for the year due on July 31, 2023, and the last weekly payment for the year due on July 22, 2024. 100% fees are due for all ages regardless of days present or absent. The yearly tuition includes ALL fees. If a student is enrolled in our Year-Round program for the full 52 weeks, they will be eligible for 2 weeks of vacation upon approval. One week can be taken between Jun – Dec, and the other week can be taken between Jan – May. Vacation weeks will be prorated for students who are not enrolled for the full 52 weeks. If a student withdraws mid-contract, they may be required to pay for the vacation weeks that they have already used.

**\*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.factsmgmt.com/signin/3SJJR>. The year-round students are required to join FACTS Tuition Management 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 \$55 fee will be charged once your account has been finalized by the office. This fee is paid directly to FACTS.

**Returning Students FACTS accounts will be auto renewed with the same plan (weekly vs monthly) as the previous year.** If you would like to make changes to the plan or if your student is not returning, please contact the school office to make those changes at the time of registration.

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 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.

**NHA will be closed for all national holidays and some days following a holiday (Thanksgiving and Christmas) and we may close early on select days. We will also be closed on election day in November and 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.

\_\_\_\_\_ **I agree to pay all tuition & fees. (Please Initial)**

### **WITHDRAWAL POLICY**

The school's expenses are incurred on an annual basis and therefore if your child is withdrawn or forced to withdraw during the academic year a withdrawal fee of \$170 per child will be incurred, a two weeks' notice in writing to the Admissions Office is required, the office will calculate any fees still due, and any outstanding balances will need to be paid. If a student withdraws mid-contract, they may be required to pay for the vacation weeks that they have already used.

\_\_\_\_\_ **I understand and agree to the withdrawal policy. (Please Initial)**

### **LUNCH**

**Lunch costs \$5.00 per day at NHA and is optional for K3 - 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. Each menu will have a return deadline, if the menu is not returned on time there will be a higher cost per lunch that is charged and will be noted on the menu.

Adding on for lunch the morning of is meant to be for EMERGENCIES ONLY and not an ongoing solution. When it is necessary, it will be charged to your FACTS account the following month at a higher cost per lunch. The lunch that is given to the student for add-ons will be the hot lunch option upon availability only. Once we have run out of extra hot lunch options, then any student still needing an add on will be given the sack lunch option consisting of a ham & cheese sandwich, chips, fruit, vegetable of the day, and milk.

### **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. No medication of any kind can be given to the student's teacher. All medication must be left in the Academy office with a completed medication form.
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 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 higher rate. Only spill-proof cups are permitted at NHA. No foods that are considered a "choking hazard" will be given to children, even if sent by the parent. **No nuts of any kind are permitted at NHA.**  
*State regulated guidelines are posted in each Preschool classroom regarding recommended food choices that are safe for your child.*
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 have initialed all areas above where noted. I am willing to comply with the policies of North Henry Academy. I agree to pay all tuition and fees on time. 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.***