

IMPORTANT! PLEASE READ THROUGH AND ONLY SIGN ONCE
YOU HAVE READ AND UNDERSTOOD THIS POLICY.



STATEMENT OF FINANCIAL POLICY

Family Name (please print): _____

Tuition

DCA tuition is collected through FACTS Tuition Management Company. All enrolled families are required to create a FACTS account through their family portal. Tuition and all other fees and school expenses will be collected through FACTS every 20th of the month; starting **August 20th through July 20th**, ahead of the new school year start day which is Sept 2nd, 2024, with no exceptions. Please do not send tuition payments to school with your child.

Dayspring Christian Academy Daycare makes financial and employment decisions based on anticipated enrollment. Tuition will not be reduced for snow days, absences, illness, holidays, school in service, professional days, or emergency school closings. A 30-day written notification is required to inform any changes of schedule, attendance or withdrawal that will directly impact tuition costs.

When a family withdraws any time after completing enrollment it causes a hardship on the school; therefore, non-exemption withdrawals will result in the payment of 30 days' tuition after the student's enrollment is completed. Once a non-exemption withdrawal has occurred, it will result in the payment of the 30 days thereafter. No new/Re-Enrollments will be completed until the remaining balance has been paid in full. Administration will not be able to grant any exceptions to this policy.

DCA daycare reserves the right for tuition changes. In the rare circumstances should there be any tuition and/or fees rate change, DCA reserves the right to change them at any point. Tuition rates reflect the cost and needs of the daycare, should there be any change in tuition rates, you will be notified by the school in writing with ample notice.

Tuition Payment Options

DCA offers three tuition payment options. **The pre-pay (pay in full) option** - Pre-payments must be made by August 20th, in order to receive the discount, no exceptions or extensions will be made. **The ½ and ½ payment option** - The first half of the full tuition is due by August 20th, at which point half of the total discount will be credited. The second half of the total tuition is due by February 1st, at which point the remaining half of the discount will be credited. If the second payment is not made by the 1st, the remaining total amount due will be divided evenly over the remaining 6 months through the automated monthly payment plan through FACTS (Due every 20th thereafter).

The monthly budget plan - is a twelve-monthly payment plan, in which each month you pay the total tuition cost per that month's many weeks period (closing weekday is Friday), with the first payment due by August 20th. Please note that not every month is a 4-week month, and the months also vary per year. Therefore, some of your payments will include 5 weeks based on the amount of Fridays there are in a month.

Tuition Assistance

No assistance, aid, or discounts are offered for daycare. No exemptions of any kind.

Fees

All fees (application, enrollment, lunches, etc.) are non-refundable and non-transferable. No exceptions will be made.

Early drop Off fees: If dropped off before scheduled time slot. The 1st hour is \$10.00 after that its \$10.00 for every 15 minutes.

Late Fees- Late fees that are assessed during hours of operation (7am – 6pm). Outside of the normal hour schedule for that student. Late Fees are based on the fee for adding hours to one's normal schedule at the rate of \$10 per every 15 minutes (**any portion**). A late fee will be assessed to the family's FACTS account per student. FEES WILL BE ADDED TO YOUR FACTS ACCOUNT WEEKLY and DUE ON THE 20TH OF THE MONTH, you would have at least two weeks to review the charges. We may ask that a family change their schedule if they are having difficulty consistently picking up at their regularly scheduled time. *For children whose pickup time is 6pm, please allow enough time at the end of the day to arrive at the Center, pick up your child(ren), to leave by 6:00.*

Hot Lunch- Hot lunches are offered to Daycare during the DCA K-12 school calendar year, see DCA school calendar for details, the cafeteria is closed the rest of the time. Hot lunches ordered a week ahead via the FACTS Family Portal and cost \$5/lunch if purchased in advance. Payments are processed through FACTS. We do not make changes or give credit if a child is absent on the day he/she has ordered lunch; that lunch is forfeited except in the case of a school cancellation for any reason. Lunch cannot be saved or sent home. All lunches ordered late will cost \$6.00/lunch.

Delinquency

If circumstances occur that force you to delay a payment, please call the school office one week in advance of the due date so that arrangements can be made. When a family account is 30 days overdue, a \$50 fee will be assessed per student. Contact with the school must be made at that point.

When a family account has reached 60 days in delinquency, and no arrangement for payment has been made and adhered to, the student(s) continued enrollment will be in jeopardy. (Please see next page or parent handbook for details) Accounts will be sent to collections.

Early Withdrawal

All student withdrawals must be processed through the school office as follows:

- 30 days written notice of student withdrawal
- Payment of all tuition and other financial debts
- Payments will be prorated to 30 days after written notification is provided and approved by the daycare director.
- Exemption is made for a company/military transfer, and family health related.

Fundraising Dayspring Christian Academy (DCA) endeavors to keep tuition rates affordable for the benefit of each parent. For this reason, DCA operates several fund-raising programs and anticipates parent's participation at your choice. DCA is a non-profit organization and maintains a tax-exempt status.

Dayspring Christian Academy 2024-2025

Every family is expected to pay tuition on time. Meeting financial responsibilities on time is part of Christian stewardship. The school's expenses are incurred on an annual basis, with the hiring of teachers and staff predetermined, **based upon your enrollment and agreement to fulfill your financial obligation.**

- Tuition balances must be **paid in full on a monthly basis by the 20th**, that includes all tuition and all non-FACTS paid fees (i.e. lunch fees, & late fees, etc.).
- After a student's enrollment is completed, should a student withdraw for any reason (other than administrative or proper 30 days in advance written notification withdrawal) once a non-exemption withdrawal has occurred, unless your student is withdrawn for a reason stated in the Early Withdrawal section (previous page) and Student Handbook, it will result in the payment of the 30 days thereafter.
- Our policy states that No new/Re-Enrollments will be completed until the remaining balance has been paid in full. Administration will not be able to grant any exceptions to this policy.
- After 30 days of delinquency, a \$50 per student late fee is assessed on your account.
- Our Tuition and Fee Schedule Agreement states: If an account is past due beyond 60 days a student will not be allowed to attend the daycare until the account is current; and your account will be turned over to collections.
- If you have unpaid fees or tuition at the time of leaving, you will receive a statement for final payment to be submitted and received by the last day in attendance.

In signing and submitting this enrollment form, I agree to pay in full all tuition and fees. I further acknowledge that I agree to reimburse Dayspring Christian Academy Daycare all incurred fees, all costs and expenses; including any assessments by any collection agency used, as well as all attorney's fees DCA may incur in its collection efforts.

I have read and understand the provisions set forth in the *Dayspring Christian Academy Daycare Statement of Financial Policy*. I understand that my obligation to make tuition payments in full, when due, is unconditional. I understand that if my account becomes 60 days delinquent, my child(ren) will not be allowed to attend the daycare until the account is paid up to date.

I agree to abide by the terms and conditions stated in these documents and fulfill my responsibility as stated in both.

Last Update May 2024

Father (Print name)
Financial responsible party - Relationship

Mother/ (Print name)
Financial responsible party - Relationship

Signature/Date

Signature/Date