Financial Fees and Policies

REGISTRATION FEES INCLUDE: Administration, Books, & Ceremony Fee.

ANNUAL REGISTRATION FEES:

Pre-School

Two Years (T2)	**$165.00**
Three Years (K3)	**$190.00**
Four Years (K4)	**$215.00**

Annual Wrap Care Activity Fee $215

Elementary

Kindergarten (K5)	**$354.00**
Grade 1	**$462.00**
Grade 2	**$462.00**
Grade 3	**$462.00**
Grade 4	**$462.00**
Grade 5	**$462.00**

WEEKLY TUITION RATES:

Pre-School: ***Any p*arent receiving scholarship or tuition endorsement funds are still responsible for their remaining tuition balances.**

Two Years (T2)	**$195.00 / $205.00**
Three Years (K3)	**$195.00**
Four Years (K4)	**$190.00**
Five Years (K4)	**$190.00**
Wrap Care Fee	**$115.00**

All ages Full-Time Only (Part-Time are the same)

School Age	**$190.00**

Elementary Rates: ***Any p*arent receiving scholarship or tuition endorsement funds are still responsible for their remaining tuition balances.**

Kindergarten	**$241.00**
Grade 1	**$241.00**
Grade 2	**$241.00**
Grade 3	**$250.00**
Grade 4	**$250.00**
Grade 5	**$250.00**

Weekly Before and After Fee (Multi-Student Discount):

Before Care Only Fee	Before + After Care
1st Child = $10.00	1st Child = $40.00
2nd Child = $10.00	2nd Child = $30.00
3rd Child = $10.00	3rd Child = $20.00

Monthly payment is preferred.

Payments

Student tuition must be paid in advance. All payments are due on Friday for the upcoming week(s). You may select a bi-weekly or monthly payment plan. Parents shall identify the preferred payment method on their registration document.

Weekly customer statements will be provided for your review.
A late fee of $5.00 will be assessed on Fridays after 6:00 p.m. for any delinquent payments.

When there is a delinquent payment, the student will not be admitted to class on the following Monday, NO EXCEPTIONS.

****Special arrangements to resolve the delinquency will only be made with the Bookkeeper or Business Administrator.**

Any parent receiving scholarship or tuition endorsement funds are still responsible for their remaining tuition balances.

Prepaid monthly payment is required for School Readiness, Before and Aftercare accounts. Preschool Private pay, Voluntary Pre-kindergarten and Step Up for Student accounts are required to be paid in advance on a bi-weekly schedule. Weekly customer statements will be provided for your review.

Online payments can be made through the Parent Engagement App or automatic draft payment through our ProCare Tuition Express program. Tuition Express is a program that authorizes automatic debits from a checking or savings account.

****If your account has two (2) returned payments within the school year, you will no longer be able to use any electronic payment. Payments must be made by money order ONLY.**

PRESCHOOL ONLY - Tuition Credit (Excluding VPK and Elementary students)-------

Each student will be allotted credit for a maximum of 15 excused days per academic school year. Credit will be applied for the upcoming week if notification is brought in on Thursday prior. If the number of days exceed the maximum allotted days, parents will be responsible for payment of any additional absences. Each day must have valid supporting documentation.

A Student Time Off form must be completed and submitted along with the attached valid supporting documents for proper credit to be applied to account. Credit can be given for the following: vacation week, illness, injury or bereavement (for immediate family-mother, father, sister, brother, grandparents)

SCHOOL READINESS will only pay maximum of 3 unexcused reimbursement days each month; an additional seven (7) unexcused days if *approved as Extraordinary Circumstance with proper documentation.*

Returned Checks

There is a $45.00 charge for any checks returned to the Academy by your bank for any reason. If one check is returned, the account will be placed on cashier's check or money order basis only. We are unable to accept post-dated checks.

School Records

Academy student records will not be released for any student when there is an account balance owed. This includes report cards, certificates and diplomas for graduation.

Tuition Fee Drop Box & Payment Process

All payments are to be placed in a sealed envelope. Write the student's name, class, and amount on the front and place envelope into the payment box located outside of the Academy Offices and inside elementary dining room. Please do not send payments with students to school. In the event of a school closure, please send checks and money orders to the following address:

P.O. Box 3419
Riverview, FL 33568
Please do not send cash payments in the mail.