

LIBERTY CHRISTIAN ACADEMY

Eagles' Nest

Preschool and Daycare Financial Policy 2006-2007

Enrollment & Curriculum Fees: Enrollment and curriculum fees are due at the time of enrollment for each student. Enrollment and Curriculum fees for current students are due yearly by August 1st. A space cannot be reserved for the upcoming school year until both the fees and forms are received. *These fees are non-refundable and non-transferable.*

Tuition Amounts:

Grade	Full Day Care	School Only	Enrollment Fees	Book Fees
Infant	\$115	NA	\$35	\$25 Supply Fee
K-1	\$110	NA	\$35	\$25 Supply Fee
K-2	\$105	\$65	\$35	\$45 Book Fee
K-3	\$100	\$60	\$35	\$65 Book Fee
K-4	\$95	\$60	\$35	\$65 Book Fee
Kindergarten (Summer Rate)	\$115 \$95	\$80 \$60	\$35	\$150 Book Fee
Summer Camp (1 st -6 th)	\$95 + Activity Costs	NA	\$35	\$15 Supply Fee
Before & After	Additional \$5/ Half Day \$9/ Full Day	\$35 LCA \$40 Public	\$35	\$15 Supply Fee

Tuition Management Plan:

A tuition payment is due each Friday for the following week and becomes delinquent 5 business days later. A \$5 late fee will be charged to delinquent accounts.

Holidays

This is a list of paid Holidays for the staff of Eagles' Nest. We will be closed on these days, but you will be required to pay your normal tuition amount for these days, unless specified.

September 4- Labor Day

November 23 & 24 - Thanksgiving

December 25 & 26 - Christmas Holiday

December 27-29 - Will be open. If you do not wish to send your child, payment will not be due.

January 1 & 2 - New Year's Holiday

April 6 & 9 - Good Friday and Easter Holiday

May 28- Memorial Day

July 4- Independence Day

August 10- Closed for staff development/training

Full Day Payments for Before and After School Care:

Full Day Care will be offered on days when classes are out, unless otherwise specified. Payment for care during days when there is a scheduled school closing will follow the normal tuition management plan, and be paid for on the Friday before full day care is needed.

Sick & Vacation Days

Credit will not be given for illness, holidays, or closings due to weather or missed days.

Tuition is due whether your child attends, or not, for as long as your child is enrolled in the program.

However, each child enrolled full time will be given 5 sick *or* vacation days/ year. September will mark the beginning of a new year. The requirements for claiming these days are:

- The child must have been enrolled in full day care for a minimum of 60 days
- The family's account must be current
- In order to use sick days, the child must be absent for at least 3 consecutive days and submit a doctor's note
- In order to use vacation days, parents must notify the director at least 2 weeks in advance
- Days may not be carried over or accumulated

Credit will not be given for illness, holidays, or closings due to weather or missed days.

Withdrawing from the Program: THERE WILL BE NO EXCEPTIONS!!!

When withdrawing from the program, 2 weeks paid notice is required. After a student has left the program, they must re-enroll and pay enrollment fees before they will be allowed to re-enter the program.

Approved Methods of Payment:

1. Check
2. Cash
3. Automatic Withdrawal from your checking account

Late Payment Policy: There will be a \$5 late fee accessed each time a payment is 5 business days late.

If a tuition payment is more than 5 business days late 2 times in any twelve month period, you will be required to pay your tuition by automatic withdraw.

Insufficient Funds Policy: There will be an insufficient funds fee accessed each time insufficient funds are available. You will be accessed the fee and receive an insufficient funds letter from your bank as well.

1. First Offense: \$35 Fee
2. Second Offense: \$50 Fee
3. Third Offense: \$75 Fee and letter from School Board
4. Fourth Offense: **Tuition will be due a month in advance**

If payment is not made within 10 days of the due date, the student(s) will not be allowed to return to school. An additional 10 days will be given to bring the account current and submit completed forms for automatic withdraw before the account is submitted/reviewed for further collection proceedings. **Please inform the Director of the program if you have special circumstances. THE SCHOOL BOARD WILL REVIEW SPECIAL CIRCUMSTANCES AND THE APPROPRIATE COUNSELING WILL BE ADMINISTERED.**

Father/Guardian Signature Date

Mother/Guardian Signature Date

Eagle's Nest Registration Agreement

I have read and understand the admission policies of Eagles' Nest, and agree to supply all needed information to the office before my child is allowed to enter the program.

I understand that I am responsible for paying all tuition and fees due by Friday, for the following week. I understand that if I fail to make this payment on time, late fees will be charged to my account.

I agree to give 2 weeks paid notice to the director, if I wish to withdraw my child from this program.

I agree to sign/clock my child in and out every day.

I understand that Eagles' Nest will not release my child to anyone without my written or verbal consent to do so.

I understand the early drop off and late pick up fees policy.

I give Liberty Christian Academy & Eagles' Nest permission to photograph my child during class/activity times for use in the school yearbook, website, brochures, or any other Liberty Christian Academy publication.

I give Liberty Christian Academy consent to watch preschool approved movies/ videos.

I understand that Liberty Christian Academy has the right to discontinue service if they deem it necessary to do so.

I have read, and agree to all policies and procedures listed in the Eagles' Nest handbooks.

I agree to pay the above mentioned late fees and insufficient funds fee if I am late on a payment or have a returned check due to insufficient funds.

Father/Guardian Signature Date

Mother/Guardian Signature Date

LIBERTY CHRISTIAN ACADEMY

Eagles' Nest DayCare & Learning Center

P.O. Box 514
Wright City, MO 63390
636-745-0388

Dear Parent,

As most of our clients know gas & grocery prices continue to skyrocket, and insurance premiums are on the rise. Eagles' Nest isn't immune to the increasing operating costs either. Our low tuition rates are possible because we strive to keep operating expenses as low as possible. In our ongoing commitment to deliver quality childcare services at reasonable rates, we continue to look for ways to minimize costs without compromising service.

In order for us to continue delivering the quality childcare you expect and your children deserve, Eagles' Nest has determined that one way for us to manage costs is to begin collecting your childcare payments automatically. This optional program allows us to deliver the convenience of automatic payments *and* reduce the center's overhead. With the streamlining of our payment collection and processing, we will be able to reduce time spent on administrative tasks and increase time spent with your children and help reduce future tuition increases. We encourage you to review the attached authorization form and sign up for this program.

Beginning in August 2006, those parents who have elected to do so will pay the weekly tuition fees by automatic withdraw. You may choose to continue to pay tuition fees by cash or check unless:

- There is an outstanding balance on your account.
- Your tuition payment is more than 5 business days late 2 times in a twelve month period

We encourage parents to compare Eagles' Nest tuition rates with other daycare & learning centers that offer programs similar to ours. Such comparison will reveal that Eagles' Nest tuition fees are some of the lowest in the entire area. We also encourage parents to assess comparative program content.

Here are just a few of the many benefits this service provides:

- Never write a check again
- Enjoy the convenience of regularly scheduled payments that you establish with us
- There are no long term commitments required
- You will have peace of mind in knowing that your tuition is paid and your child's place is secure in our center

Here's how it works:

1. Parents complete an authorization form allowing Eagles' Nest to automatically debit your account for tuition payments
2. Your tuition payments will continue to be due each Friday

Please complete the attached authorization form and return it to us as soon as possible.

Sincerely,

Rhiannan Dickson
Eagles' Nest Director

LIBERTY CHRISTIAN ACADEMY
Eagles' Nest DayCare & Learning Center

Thank you for signing up for our automatic tuition payment processing service. With this service we are able to reduce the amount of time and effort it takes our staff to process payments and allows us to better address your specific payment needs.

Below you will find a list of payment options. You may choose one (1) payment option. We hope that by offering these payment options we can assist you in meeting your personal payment needs.

_____ Weekly: Your payment will be deducted from your account each Friday starting on _____.

_____ Twice a Month: Your payments will be deducted on the 4th & the 19th of each month starting on _____.

_____ Monthly: Your payment will be deducted on the 4th OR 19th of each month for the upcoming month.

Please Note: When the payment date reflected above falls on a weekend or holiday the center will process the payment on the next available business day.

Thank you for your continued support of Liberty Christian Academy and the programs we offer.

Sincerely,

Rhiannan Dickson
Eagles' Nest Director
Liberty Christian Academy

Eagles' Nest Daycare & Learning Center

Tuition Electronic Funds Transfer Authorization

As your childcare provider, we are excited to offer you the convenience of automatic tuition payments. You'll no longer need to write a check or remember your checkbook when you're picking up your child at the end of a hectic week. Your payment will be processed by Eagles' Nest, giving you peace of mind that your tuition has been paid on time! It's easy to enroll and easier to participate.

For Account Authorization, complete and return to Director or Assistant Director

ELECTRONIC FUNDS TRANSFER AUTHORIZATION

I (we) hereby authorize Eagles' Nest & Liberty Christian Academy to initiate debit entries to my (our) Checking Account indicated below. I (we) authorize Eagles' Nest & Liberty Christian Academy to withdraw sufficient funds to pay my (our) regular childcare tuition and/or any other childcare related fees which are due and payable.

Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

Your Name

Phone #

Bank or Credit Union Name

Address

Bank or Credit Union Address

City

State

Zip

City

State

Zip

Routing Transit Number

Account Number

Please attach a voided check below – deposit slips not accepted.

This authorization shall remain in full force and effect until I (we) notify you in writing of its termination in such time and in such manner as to afford Eagles' Nest & Liberty Christian Academy a reasonable opportunity to act upon it. Under no circumstances shall this be less than 5 business days.

Parent Signature

Date

Parent Signature

Date

