

Welcome to Eagles' Nest Learning Center

Welcome to Liberty Christian Academy's Eagles' Nest Program. We're so excited you've decided to join our family. In this handbook you will find the information, policies, and procedures for the Eagles' Nest Learning Center. After reading the handbook, please sign the Registration Agreement, stating that you have read and understand this information. This agreement must be signed and turned in before your child will be allowed to enter the program. We suggest you keep this handbook in a convenient place so you can refer to it throughout the year.

VISION

The Vision of Liberty Christian Academy is to produce Godly young people who make a series of right choices regardless of the crossroads they encounter.

MISSION

The Mission of Liberty Christian Academy is:

- To partner with families and churches in the discipling of students for Christ;
- To provide a quality Christian education;
- To provide opportunities for students to develop their talents to be used in a lifetime of Christian service.

VALUES

Our desire is to attract, retain, and aid in the development of students:

- Who love God and are submitted to Him and His Word and to authority;
- Who serve God by pursuing excellence spiritually and academically;
- Who speak the truth in love and actively build up and encourage others;
- Who worship God by demonstrating a servant's heart and attitude, always keeping Christ as the model.

We believe that these virtues bring honor to God.

Curriculum

Our curriculum features Biblical, God honoring lessons, as well as critical phonics skills that prepare our students for elementary school. Our program includes free and structured play as well as a structured classroom environment. Our teachers will engage children in a number of activities so they will learn through work and play. Teachers will plan activities that are both fun and educational. Our program will incorporate learning and play centers that help children to develop their particular interests and foster a feeling of independence.

Policies & Procedures

Classroom Age Cutoff

Admission is open to children who will be the appropriate age by July 31st.

- K1 - Age 1 by July 31st
- K2 - Age 2 by July 31st
- K3 - Age 3 by July 31st
- K4 - Age 4 by July 31st
- K5 - Age 5 by July 31st

Before & After School Care Admission Policy:

Before & After School Care admission is open to children who are in Kindergarten through 6th grade. All students must submit:

- Completed enrollment packet
- A record of up-to-date immunization
- Birth Certificate or social security card
- The appropriate enrollment & supply fee
- 1 weeks tuition on or before the starting date

Re-enrollment

ENLC and LCA will begin accepting enrollment for the following year in the month of April. However, current ENLC students will have the opportunity each year to enroll in the month of March.

Arrival Times & Procedures

Students may only arrive at the designated starting times of the program for which they are registered. Students may not arrive early since staff may not be scheduled to provide sufficient supervision. A \$1/minute early fee will be charged for unapproved early arrivals. Arrival times are as follows:

Full Day & Before School Care Programs: 6:00 a.m.

School Only Programs: 7:50 a.m.

To make mornings go as smoothly as possible, we ask that parents make their drop off routine as brief as possible.

Clocking In/Out

ENLC uses a computer time clock for clocking students in and out. For your child's safety, it is extremely important that they are properly clocked in while in our care. Students must be escorted to their designated area and "clocked in" by their parent/guardian. If the time clock is not working properly, it is the parent/guardian's responsibility to insert a note in the "Payment" box located by the time clock. The ENLC office will correct the issue. If the student is repeatedly dropped off or picked up without being clocked in or out, a \$1.00/correction fee will be assessed to the student's account.

Dismissal Procedures & Times

Students must be picked up from their area and "clocked out" at the designated ending time of the program for which they are registered. Students may not be picked up late since staff may not be scheduled to provide sufficient supervision. A late pick up fee of \$1/minute is charged for unapproved late pick ups. Dismissal times are as follows:

Full Day Programs.....	6:00 p.m.
After School Care.....	6:00 p.m.
School Only Preschool Programs.....	11:00 a.m.
School Only Kindergarten Program.....	3:00 p.m.
School Only with lunch.....	11:30 a.m.

Authorization for Pickup

Your child's teacher will keep the Child Information form in their classroom. Any person other than the child's parent will be asked to show identification. Please notify the staff or director when other people will be picking up your child. If you encounter an emergency situation and must have someone pick up your child who is not on the authorization form, please call the ENLC office and give verbal consent over the phone. If there are custody issues, please inform the director of the issue. In the event that someone who is unauthorized attempts to pick up your child, the director or staff will notify the parent.

Visiting Procedures

Parents of preschoolers should follow the same visiting procedures as those of elementary and secondary students. Please check in at the ENLC office. We also ask that parents of preschool students try not to visit their children during the day unless they plan on picking them up, as this tends to upset children. Parents are always welcome to observe their child's class. We request that parents please notify the director of their intent to visit or observe their child's class.

Lunches

Students who are enrolled in the "School Only" program may eat lunch at the center with their preschool class, provided they purchase a center lunch. Lunch includes an entrée, dessert, and drink. Parents will need to purchase a lunch ticket from the ENLC office. **Lunches are \$2.00 a day** for "School Only" students, but are included in the price of the full day program. Monthly lunch menus will be sent home to plan for lunches that will be ordered.

Snacks

Two snacks per day will be provided for each full day student. "School Only" students will receive a morning snack. Morning snack will be served at 8 a.m. Any child not in class while snack is being served will not receive a morning snack. Afternoon snack will be served after the students finish resting.

Before & After School Care Snacks

Morning snack will be served between 7:00-7:15 a.m. If the student arrives after 7:15 a.m., they will need to bring their own morning snack. Afternoon snack will be served shortly after school is dismissed.

Milk Cards

Every student in K-3, K-4 & K-5 must purchase a milk card. Milk cards are available at the cost of \$3.00 per child. This includes 10 servings of milk or juice. Please give money directly to your child's teacher. Their card will be punched after each serving. When they are in need of a new card, you will receive a notice and the expired card in their bin or folder.

Rest

Students will have a rest or nap time every afternoon. All students will need to bring a Kinder Mat, blanket, and pillow from home. Blankets, pillows, and stuffed animals must be taken home to launder each Friday and be returned Monday morning. Students are not required to sleep, but they must lie down quietly. Music or a video will be played during rest time.

Optional Christmas Vacation Days

ENLC is **OPEN** December 26, 29, & 30. With 1 weeks advanced notice to the ENLC office, these days may be used as additional vacation days. Credit will be given in the amount of one-fifth of your child's weekly tuition per day used. **Credit will not be given without advance notice to the ENLC office.**

Snow Days

During extreme weather conditions, ENLC will cancel classes. Announcements will be available by 5:45 a.m. Please watch the TV news stations 4 KMOV & 5 KSDK or listen to radio station KWRE(73 AM), so you can be prepared. Unless it is specifically announced, Eagles' Nest Learning Center will remain open for childcare, even if classes are cancelled. **Credit will not be given for closings due to snow.**

Inclement and Excessively Hot Weather

On days of inclement or excessively hot weather, children will be kept inside. Sunscreen will be applied to all children on warm, sunny days. All children are required to bring sunscreen for classroom use. If your child needs a specific brand of sunscreen, you must provide an additional bottle of sunscreen and submit the request in writing to the office. By signing the registration agreement, you are giving permission to apply any brand of sunscreen on your child. **Credit will not be given for closings due to hot weather.**

Tornadoes

Tornado drills and proper safety procedures are practiced on a regular basis. In the event of a tornado warning, students in lower level classrooms will remain in their classroom in "safety position" while all other students will be escorted to a safe place in the lower level hallway and instructed on proper safety procedures.

Fire Drills

Fire Drills are held on a regular basis in order to familiarize the children with the proper procedures for emergency exit of the building. In the event of a fire, students will be evacuated according to plan. The campus is inspected on a regular basis by the Fire Marshall.

Child Abuse

The staff of ENLC is required by the state of Missouri to report any suspicion of child abuse to the Division of Family Services.

Health Inspections

LCA/ENLC is inspected by the Warren County Health Department on a regular basis. The most recent inspection information is located in the ENLC office.

Dressing for the Weather

ENLC parents need to be aware of weather conditions to insure that their student is dressed properly. Hats, coats, and gloves need to be sent with your child during cold weather to be used during recess times.

Student Illness

If your child is absent due to a communicable disease, please contact the ENLC office as soon as possible, as we are required to notify all parents of any communicable disease. State regulations require that we observe each child upon arrival at the center for signs of communicable disease or illness. Any child who arrives at the center sick will not be allowed to stay. If a child becomes ill while at the center, the parent or guardian will be contacted and expected to pick up the child as soon as possible. A sickness report will be filled out

and the parent will be required to sign the sickness report, agreeing that the child will not return to the center for 24 hours after the illness subsides. **Credit will not be given for missed days due to illness.**

If the child displays any of the following symptoms, he/she must be kept home:

- Fever
- Diarrhea
- Sore throat with throat spots
- Cough accompanied by chills or the coughing up of green or yellow mucous
- Vomiting or nausea
- Child not feeling well, such as lethargic behavior and/or crying
- Eye drainage of any type should be checked out by a doctor to rule out pink eye or an eye infection
- Unusual rashes should be checked out by a doctor to rule out a communicable disease or infection

The child may return only after:

- Fever has broken for 24 hours
- Nausea, vomiting, or diarrhea has subsided for 24 hours
- The child has been on antibiotics for a minimum of 24 hours for any type of strep or bacterial infection
- Child is feeling well again and normal behavior has returned

Head Lice

The ENLC staff will perform lice checks on a regular basis or as needed. When discovered:

- Child will be removed from the group
- A call will be made to the parent for notification and immediate pick-up
- We will notify all classes in the school so that they can perform lice checks in each class
- A notice will be sent home at the close of the day so that parents may assist in checking their children at home

ENLC has a strict No Nit Policy. Before returning to school, the child must be nit free and checked by office staff.

Medication

The giving or application of medication shall be provided only on written order from a child's parent or guardian. All prescribed medications must be in their original container. Parents or guardians must sign a Medication Release stating what the medication is, the quantity to be given, and the time when the medication is to be administered. Parents may obtain this form from the ENLC office or any staff member. ENLC will NOT administer cough medicine to any child under the age of three without a doctor's prescription.

Allergies

All allergies to medication, food, or other substances must be stated on the emergency and medical forms. Information about children with allergies will be posted in all classrooms and the kitchen.

Accidents

In case of an accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or the director. If further treatment is deemed necessary, the parent or guardian, or emergency contact person will be called. All accidents are recorded on an accident report that requires the signature of the parent and is kept in the student's file.

Eagles' Nest Classroom Information

Preschool Class Attendance

Our curriculum is designed as a preparation for our Senior Kindergarten program. It is for this reason that we encourage you to arrive on time for class 5 days a week. Please keep in mind that if your child misses school, they may fall behind in the curriculum.

Kindergarten Class Attendance

Please be aware that excessive absences may result in poor grades, and your child may find it difficult to keep up with the rest of the class. After a total of 15 days of absence, a doctor's excuse will be required for any additional days of absence. If a student misses more than 20 days, the Director will review the particulars of the situation with the possibility of retention in kindergarten for next year. Any student who misses more than 3 days in a row is required to submit a doctor's excuse for that absence. Doctor and dentist appointments should be scheduled at the beginning or the end of the day.

Explanation of Tardy, 1/2 Day, and Full Day Absences

<i>Arrival Time</i>	<i>Status</i>		<i>Departure Time</i>	<i>Status</i>
7:50 - 10:00	Tardy		7:50 - 10:00	Absent
10:01 - 1:00	Absent 1/2 Day		10:01 - 1:00	Absent 1/2 Day
1:01 - 3:00	Absent			

Field Trips & Parties

Field trips and parties are planned regularly to reinforce learning themes with the curriculum. Field trips and special activities are used to offer a hands on approach to learning that they may be unable to get in the classroom. Parents will be notified in writing of upcoming field trips. If parents are asked to chaperone, we must have a copy of the parent's insurance card on file in the ENLC office. Parents are encouraged to attend field trips and parties, as this is beneficial to the children, teachers, and parents.

Curriculum

ENLC uses several nationally accredited curriculums, including the A-Beka & High Reach curriculums. A portion of the enrollment fee is used to purchase the curriculum used during class. The enrollment fee is due at the time of enrollment. If not paid, the fee will be automatically added to your account.

Activities & Events

- Art
- Music
- Computer
- PE
- Spanish
- Holiday Programs
- Weekly Chapel Service
- Awards & Achievement Ceremony

Book Clubs

Periodically, your child will receive book club order forms. When you purchase books from the book clubs, your teacher will earn points, which allow them to order books or activities for your child's classroom. ENLC has no direct contact with the book club. When placing an order, you are entering into an agreement with

your child's teacher, not ENLC directly. All book order questions and communications should be directed to the teacher you placed the order through.

Classroom Supplies & Extra Clothing

A supply list is included at the end of this handbook. In addition to the supply list, each student will need a complete set of extra clothes to be kept at the center. Even potty trained children have occasional accidents or spills. ENLC attempts to keep extra clothing of all sizes, in the event a student doesn't have extra clothing. We request that these clothes are washed and returned to the center.

Infant & Toddler Supplies

Parents of infants and toddlers are required to supply the center with an adequate amount of baby food, formula, purified water, and diapers for each day. Infants and toddlers being weaned from baby food will be provided a center lunch at the parent's request. Should a child run out of diapers, ENLC will provide diapers. A fee of \$1/diaper will be applied to the child's account.

Friday Folder

Each Friday your child will receive a Friday Folder with their weekly papers, newsletters from the teacher and information from the office regarding upcoming events.

Menu

At the beginning of each month, a monthly menu will be sent home. If your child has allergies or dislikes something on the menu, please send an appropriate lunch for that day.

Discipline Procedures

ENLC believes that setting limits with children is extremely important. We believe it is also important to have a consistent basis for what is right and wrong. At ENLC, that basis is the Bible. We enforce 3 basic rules. They are based on the concepts that Jesus Christ said are the greatest commandments in life.

1. **We will obey God as we understand the Bible.** We believe that a relationship with God is the most important part of our lives, and we hope our students will also have a relationship with him.
2. **We will obey those who are placed in authority over us.** The teacher or director is the authority in our center. We are not, as teachers and caregivers, the final authority. There is a higher authority. These limits are in place in our center to honor God. By obeying us, they are obeying God.
3. **We will be kind to people and things - God's Creation.** We do not want our students to do anything that would make another child feel devalued. Playmates are valuable because God created them.

In the event that a child is disruptive in class or displays inappropriate behaviors, our staff will first discuss the issue with the child. At this time, staff will clearly communicate why the child's behavior was wrong or inappropriate, and set clear expectations for future behavior. If the problem persists, staff may have the child take a time out to calm down or think about the situation and his/her behavior.

If a child consistently disrupts the program or harms others, further disciplinary action will be taken. An incident report will be written and the child's parents will be notified of the behavior problem. If disruptive behavior becomes an ongoing problem, a conference will be scheduled with parents, staff and the director. In the event that the problem persists, a second meeting will be scheduled with the director. At this time, dismissal from the program may be considered. If the child becomes violent toward staff or other children, staff will restrain the child to prevent harm to the child or other children in the program. ENLC reserves the right to dismiss any child at any time for any reason that the director deems necessary.

Dress Code & Personal Hygiene

Students at ENLC are encouraged to present a personal appearance that is God glorifying as defined by the scriptural principles of modesty and consistent with the goals and standards of our center. We believe that the scriptures make a definite distinction between the genders. Whether in dress, conduct or general appearance, students are expected to present themselves in a manner pleasing to God; "seek first the kingdom of God and His righteousness" (Matthew 6:33 and 2 Thess. 1:11,12). Therefore, these principles are to be coupled with modesty, moderation, cleanliness, neatness, personal safety and appropriateness to serve as guidelines for making choices regarding dress and appearance.

Hair and Body

- No make up of any kind for any students.
- Only female students are allowed to wear earrings. No earrings or fake earrings are allowed for boys.

Clothing

- Traditional style dress shoes or sneakers must be worn at all times. **Students enrolled in K1-K5 may wear sandals and clogs as long as they have a back strap on them.** Students in grades 1-6 may wear any type of sandals or clogs
- Only gym shoes are permitted on the gym floor - no street shoes or sneakers worn to and from school are permitted on the gym floor.
- Girls' dresses, skirts, and split skirts may not be shorter than mid thigh.
- All tops must have thick shoulder straps, and must be long enough so midriffs will not show when arms are raised. Any style of clothing that causes a student to continually adjust it to remain modest should not be worn.
- Clothing must not advertise secular music artists/groups, alcoholic beverages, tobacco or other drug products, or inappropriate, obscene or suggestive slogans.
- Hats and sunglasses may not be worn in the building once classes have begun.
- Swimsuits must cover the stomach.

If there are questions regarding articles of clothing or jewelry, students should check with the Director before they are worn. In all cases, when in question, the final authority to interpret the dress code is with the Director. After 3 dress code violations, in-house discipline will apply.

Special Chapel Dress

All K-3, K-4, & K-5 students are required to wear dress clothes on "Special Chapel" occasions. These occasions will be identified on the center calendar & newsletter as "Special Chapel" occasions. The following dress is appropriate:

Boys: Collared dress shirt and dress pants (no denim).

Girls: Dress, skirt, slacks and blouse. Nice denim skirts or dresses are allowed.

If a student is not in compliance with chapel dress, they *may* be expected to come in chapel dress the following school day.

Toys

Please do not allow your child to bring toys to school except when his/her teacher gives permission. What and when toys are allowed is at the teacher's discretion.

Candy/Gum/Soda

Please do not send your child to school with gum, candy, or soda unless the teacher specifically asks you to.

LIBERTY CHRISTIAN ACADEMY
Eagles' Nest Learning Center

Registration Agreement 2008-2009

I have read and understand the admission policies of Liberty Christian Academy, 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 my payment is late, or insufficient funds are available for withdrawal, fees will be assessed to my account as outlined in the financial policy.

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 my child in and out every day.

I understand that Liberty Christian Academy 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 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 Liberty Christian Academy Handbook.

Financial Policy 2008-2009

Infant-K4 and Before & After Care

Enrollment Fee:

A yearly enrollment fee is due at the time of enrollment for each student. The enrollment fee for current students is due each year by August 1st. A space cannot be reserved for the upcoming school year until both the fee and forms are received. *The enrollment fee is non-refundable and non-transferable.*

Supply Fee:

A \$5 monthly supply fee is due on the 1st of each month. If the 1st falls on a weekend or holiday, payment will be due on the next business day.

Program Options:

Grade	Full Day Care	*School Only	*Part Time Tues & Thurs	*Part Time Mon, Wed, Fri	Enrollment Fees
Infant	\$135/wk	NA	NA	NA	\$75
K-1	\$130/wk	NA	NA	NA	\$75
K-2	\$125/wk	\$75/wk	\$75/wk	\$95/wk	\$95
K-3	\$115/wk	\$70/wk	\$70/wk	\$90/wk	\$115
K-4	\$110/wk	\$65/wk	\$65/wk	\$85/wk	\$115
Before & After Care	Additional \$7/ Half Day \$12/ Full Day	\$45/wk Public \$40/wk LCA**	NA	NA	\$60

*School Only students may attend from 7:40 a.m.-11:00 a.m. Monday-Friday.

Tuesday & Thursday Part Time students may attend for a maximum of 18 pre-scheduled hours per week.

Monday, Wednesday, & Friday Part Time students may attend for a maximum of 27 pre-scheduled hours per week.

**LCA students have the option of before school only care at a rate of \$20 per week or after school only care at a rate of \$25 per week.

Tuition Payment Options:

Weekly Payment Option – an automatic payment is made each Friday for the following week.

Every Other Week Payment Option – an automatic payment is made every other Friday for the following 2 weeks.

Payment Schedules:

A payment schedule will be sent home after a payment option has been chosen. Payment schedules may be revised periodically. A revised schedule is effective immediately and will override any previous schedules.

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.

Closings:

Credit *will not* be given for closings due to inclement weather, power outages, or other reasons beyond our control.

Holidays:

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

September 1 - Labor Day

November 27 & 28 – Thanksgiving

December 24 & 25 – Christmas Holiday

December 26, 29, 30 – We are **OPEN**. *Optional vacation days

December 31 & January 1 - New Year's Holiday

April 10 & 13 – Good Friday and Easter Holiday

May 25 - Memorial Day

July 3 - Independence Day Observance

August _2009 – Date to be announced for staff development/training.

*Optional Vacation Days: For each day your child is scheduled not to attend, credit will be given in the amount of 1/5 of your child's weekly tuition. In order to receive credit for these days, the appropriate form MUST be returned to the office no later than Friday, December 12th. Revised payment schedules will be sent home on Monday, December 15th.

Sick & Vacation 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

Early Arrival/Late Pickup Fees:

An early arrival/late pickup fee of \$1/minute will be charged for unapproved early arrivals or late pickups as outlined in the handbook. This fee is to be paid directly to the childcare provider on duty.

Withdrawing from the Program:

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

Stop Payment Fee:

There will be a stop payment fee of \$15 assessed each time an automatic payment is canceled less than ten (10) days in advance. No payment will be stopped with less than twenty four (24) hours notice.

Returned Payment Policy:

There will be a fee assessed each time a payment is attempted and returned from the bank. This will include non-sufficient funds, stopped payments, closed accounts, denied credit cards, or any other reason an item is returned. You may receive a letter and charges from your financial institution in addition to our fees.

- | | |
|-------------------|---|
| 1. First Offense | \$35 Fee |
| 2. Second Offense | \$50 Fee |
| 3. Third Offense | \$75 Fee and letter from School Board |
| 4. Fourth Offense | <i>Tuition will be due a month in advance</i> |

Late Payment Policy:

There will be a \$5 late fee assessed any time a payment is 5 business days late. If a tuition payment is 5 business days late 2 times in any twelve month period, you will be required to pay your tuition by automatic withdraw.

Delinquent Account Policy:

Any account with a past due balance equal to or greater than 2 weeks tuition will be charged interest at the rate of 1.5% per month (18% annually) calculated from the original due date. Families with accounts that are not brought current within 30 days will be asked to attend a parent conference with school administration. At this time the entire delinquent amount, including interest and transaction fees, will be charged to your credit card.

Financial Policy 2008-2009 Kindergarten

Enrollment Fee:

A \$200 enrollment fee is due at the time of enrollment for each student entering Kindergarten. A space cannot be reserved until both the fee and forms are received. *The enrollment fee is non-refundable and non-transferable.*

Supply Fee:

A \$5 monthly supply fee is due on the 1st of each month. If the 1st falls on a weekend or holiday, payment will be due on the next business day.

Tuition Options:

Program	Tuition	Prepay In Full-3%	12-month payment	11-month payment	10 month payment	Weekly Payment
Kindergarten*	\$3,990.00	\$3,870.30	\$332.50	\$362.73	\$399.00	\$105.00
<i>1st Monthly Payment Due in</i>			<i>June</i>	<i>July</i>	<i>August</i>	

**The Kindergarten program includes Before & After School care, lunches, and snacks. Childcare is included for days when classes are out, unless otherwise specified. Payment for care during days when there is a scheduled school closing are included in the normal tuition payment. Credit will not be given for illness, vacations, holidays, missed days, or closings due to inclement weather, power outages, or other reasons beyond our control during the school year.*

Tuition Payment Options:

- Annual Payment Option** - a single payment of total tuition for the year is due to the *Director* by August 15, 2006 (3% discount).
- Semi-Annual Payment Option** - two equal payments, with first payment due by August 15th and the second payment due by January 15th.
- Monthly Payment Options** - ten, eleven, or twelve automatic payments* (June-May). The payment can be made on the 4th or 19th of each month, with the date selected by the family.
- Twice Monthly Payment Option** - twenty, twenty two, or twenty four automatic payments* (June-May). The payments are made on the 4th and 19th of each month.
- Every Other Week Payment Option** - 20 automatic payments paid every other Friday.
- Weekly Payment Option** - an automatic payment paid each Friday for the following week.

Pre-Pay Discount:

There is a 3% discount on tuition if the amount is paid in full by August 15th. Tuition paid after August 15th will be charged at the full amount. The discount does not apply to enrollment fees.

Multi-Child Discount:

Multi-Child discounts are available for full-time students in kindergarten through 12th grade. Students enrolled part-time, seniors enrolled for less than a full day, or Eagles' Nest Infant – K4 classes do not qualify for the multi-child discount. When calculating the multi-child discount, the child with the highest tuition is considered the 1st child.

- 1st and 2nd children pay full tuition
- 3rd child receives a 20% discount
- 4th and additional children receive a 50% discount

Withdrawal/Mid Year Enrollment:

When withdrawing from the program, 2 weeks paid notice is required. i.e. You plan on withdrawing on February 1st, so you will need to give 2 weeks notice on Jan 18th. When withdrawing or enrolling a student mid month, the entire month will be due. i.e. A student starts on the 20th of January the entire month is due, vice versa, the student withdrawals on the 4th of January the entire month is due. 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.

Stop Payment Fee:

There will be a stop payment fee of \$15 assessed each time an automatic payment is canceled less than ten (10) days in advance. No payment will be stopped with less than twenty four (24) hours notice.

Returned Payment Policy:

There will be a fee assessed each time a payment is attempted and returned from the bank. This will include non-sufficient funds, stopped payments, closed accounts, denied credit cards, or any other reason an item is returned. You may receive a letter and charges from your financial institution in addition to our fees.

- 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*

Late Payment Policy:

There will be a \$5 late fee assessed any time a payment is 5 business days late. If a tuition payment is 5 business days late 2 times in any twelve month period, you will be required to pay your tuition by automatic withdraw.

Delinquent Account Policy:

Any account with a past due balance equal to or greater than 2 weeks tuition will be charged interest at the rate of 1.5% per month (18% annually) calculated from the original due date. Families with accounts that are not brought current within 30 days will be asked to attend a parent conference with school administration. At this time the entire delinquent amount, including interest and transaction fees, will be charged to your credit card.