



Creekside Christian Academy

2012 – 2013

Financial Policy & Contract Agreement

Creekside Christian Academy is a not-for-profit, 501(c)(3) corporation. We are a ministry to Christian families desiring a Christ-centered, excellent, quality education for their children. We are not subsidized by any church or denomination; as a result, tuition is our primary source of income. Financial policies at CCA are designed to be as clear and equitable as possible.

We believe that the tuition and fees are an investment in your child's education and religious formation. The Board of Directors accepts responsibility for establishing policy concerning the amount of tuition, the manner of payment, and in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the Board to insure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families. As with any relationship, communication is key. This document is in place to aid the Board in their responsibility to insure those financial resources are in place, but in no way does it replace the need for one-on-one interaction between our families and staff. Please take the opportunity to read and understand our financial requirements, and do not hesitate to ask questions or bring up concerns for any points contained within.

It is vital that all CCA families understand their financial commitments to the school and faithfully pay all tuition and other fees on time. Timely payments are necessary to maintain a reputable Christian witness in the community. Please carefully read each financial policy below. Should you have question or encounter any difficulty, please call the business office at 770.961.9300. Any suggestions regarding improving the service to your family are always welcome. Thank you.

2012 – 2013 TUITION RATES AND FEES

▪ **Application Fee – Due in full at the time the application is turned in– Nonrefundable**

New applicants for enrollment must complete an application form and submit it together with a \$150.00 fee, which will cover all necessary costs of testing and processing. Submission of an application is not a guarantee that your child will be enrolled.

▪ **Development Fee – Due in full at the time of acceptance – Nonrefundable**

The development fee is \$300.00/student (New family one time fee for new facility and growth per child, not to exceed \$750.00).

▪ **Matriculation Fee (Materials/Book-Use/Testing Fees/etc.) – Due in full by June 30th or at the time of registration for later enrollees – Nonrefundable** A portion of this fee is a book-use fee and does not entitle the students to take books with them when they leave the school. Only softbound textbooks and workbooks that require the student to write in them become property of the student at the end of the year. The fee does not entirely cover the actual cost of books. Students who damage and deface books will be charged fines based upon the extent of the damage, and the age and condition of the book when they received it. Grades and transcripts may also be withheld if books are not returned in good condition. The fee schedule is:

3 & 4 Year Kindergarten	\$275.00
5 Year Kindergarten	\$300.00
1 st - 12 th grade	\$375.00

▪ **Annual Tuition - CCA charges an annual tuition, which is due in full by July 15 or upon enrollment if enrolling past July 15th. CCA does offer a deferred payment plan; details and associated charges are discussed below.**

<u>Tuition</u>	<u>Annual</u> Tuition Schedule	<u>Ten-Month</u> Tuition Schedule <u>July –April</u>	<u>Twelve-Month</u> Tuition_Schedule <u>July – June</u>
Pre-School (K3 & K4) 8:00-12 noon**			
1 st Child	\$3400.00	\$340.00/month	\$283.34/month
2 nd Child	3200.00	320.00	266.67
3 rd Child	3100.00	310.00	258.33
Pre-School (K5) 8:00-2:30pm**			
1 st Child	\$4400.00	\$440.00/month	\$366.37/month
2 nd Child	4200.00	420.00	350.00
3 rd Child	4100.00	410.00	341.67
Grades 1-6 8:00-2:30pm**			
1 st Child	\$4900.00	\$490.00/month	\$408.34/month
2 nd Child	4700.00	470.00	391.67
3 rd Child	4600.00	460.00	383.33
Grades 7-12 8:10-3:05pm**			
1 st Child	\$5400.00	\$540.00/month	\$450.00/month
2 nd Child	5200.00	520.00	433.34
3 rd Child	5100.00	510.00	425.00

A family enrolling a fourth child will pay only the Application and Matriculation and Fees for that student. Tuition will be free. For more than four children contact the business office for details.

Initial _____

- **Additional Required Fees:**
 - K3-K4 Activity Fee: \$40
 - K5 Activity/Graduation Fee: \$90
 - 1st-6th Activity Fee: \$50
 - 12th Graduation Fee: \$50
- **Additional Optional Fees:**
 - After school care available for K3-8th grade. See Extended Care Rates and Fees for charges.
 - FACTS: \$41 (If not choosing to pay tuition in full)
 - Athletics: \$50/Sport (some sports may require additional for Uniforms)
 - Lunch: \$3.25-\$3.75/day (additional Entrees and Desserts not included)
 - Music Lessons: \$80/Month
 - Middle School Retreat (7th-8th only): \$110.00
 - Yearbook: \$45
 - Club Memberships: Varies dependent upon club

TUITION DISCOUNTS (Discounts will be not be applied if any outstanding amounts are due CCA)

- Full year payment by July 15 is eligible for a 5% discount on tuition only.
- Full time Christian worker (associate pastor, missionary, etc.), receiving primary income from such ministry, is eligible for a 15% discount on tuition only.
- Full time senior pastors, receiving primary income from such ministry, will be given a 30% discount on tuition only.

2012 – 2013 EXTENDED CARE RATES AND FEES

Extended Care Philosophy Statement: Creekside Christian Academy Extended Care program is a support service for CCA families. We seek to provide a quality before and after school experience for each child that crosses our threshold. We seek to cultivate a fun learning environment through traditional and non-traditional modes. Our goal in the Extended Care department is to proudly partner with parents, teachers, and community to foster consistency in moral/spiritual values.

REGISTRATION: Student Registration fee - \$50.00 (Non-Refundable) (New and Returning Students)

REQUIREMENTS: Enrollment Application, Parental Agreement Form, Emergency Medical Form, Vehicle / Field Trip / Emergency Medical Information Form. Please indicate extended care enrollment choice by placing a check in the appropriate box:

<u>K3-K4 (12:20pm – 6:00pm):</u>	<u>Payment</u>	<u>K5 – 6th (3:20pm – 6:00pm):</u>	<u>Payment</u>
	<u>Monthly/Annually</u>		<u>Monthly/Annually</u>
<input type="checkbox"/> Per half-week (3 days): \$33.00.....	\$122.00 / \$1,220.00	<input type="checkbox"/> Per half-week (3 days): \$23.00.....	\$85.00 / \$850.00
<input type="checkbox"/> Per week (5 days): \$53.00.....	\$196.00 / \$1,960.00	<input type="checkbox"/> Per week (5 days): \$39.00.....	\$144.00 / \$1440.00
Drop in rate: \$5.00 for 1 st half hour		Drop in rate: \$5.00 for 1 st half hour	
\$15.00 per day		\$12.50 per day	

7th – 8th Study Hall (3:30 – 6:00) - \$8.00 per day

Payment: \$8.00 per day drop-in rate (no registration fee unless student is signed up for afterschool care)

Not enrolling in aftercare/study hall at this time

***Important Information:** You will be charged for the number of days you elect to enroll your child in Extended Care (**whether or not your child attends**). The only exception would be if Extended Care is closed.

***Extended Care can be paid annually or monthly. Monthly charges will be added to the price of tuition and deducted through the monthly FACTS process.** Drop in charges are billed monthly and need to be paid by check, money order, credit card, or cash within 15 days of billing.

***Changes:** Each family is allowed one change/withdrawal to the Extended Care enrollment annually to accommodate changes in work schedule, family situation, etc. Changes impact staffing and other considerations for CCA, therefore all changes must be made in writing at least two weeks prior to the change. Please contact the Extended Care Director or Business Administrator to discuss any extenuating circumstances.

****School time:** 8:00am-12:00pm (K3, K4) / 8:00am-2:30pm (K5-6th) / 8:10am - 3:05pm (7th - 12th) is paid as tuition to CCA on a monthly or annual basis. The extended care service is open from 7:00 A.M. to 6:00 P.M. There is no charge to students arriving from 7:00am – 8:00am during the school year. A charge of \$2.00 per child will be made for each minute after 6:00 P.M. (For example: Child picked up at 6:05 P.M. will pay an additional \$10.00).

ADDITIONAL REQUIREMENTS:

- When school is dismissed for inclement weather, the availability of extended care can be affected.
- The children play outside daily except in inclement weather or unless they have a note about sickness, etc. Please make sure your child wears suitable clothing each day. Since students go to the gym when weather dictates, all students should wear or bring “tennis shoes” so they can play on the gym floor. A change of clothing with the child’s name on it is needed for all K3 - K5 children.
- Parents must bring prescription medicines to the school office with written and signed instructions on how it should be given.
- Parents need to call or send a note with the child when someone other than parents are picking them up. This is to insure the safety of your child. Please inform any substitute picking up students that they should follow **the safety guidelines and be prepared to show a picture I.D.**

REFUND POLICIES

The school’s expenses are incurred on an annual basis; therefore, if your child is forced to withdraw during the coming academic year the current month’s tuition payment is due along with a \$500 withdrawal fee per child. If tuition is paid in full a refund will be issued at a monthly proration for the months remaining in the school year less the \$500 withdrawal fee.

ADDITIONAL FEES AND POLICIES

- **Volunteer Hours** Families are asked to complete 10 hours of volunteer service to the school throughout the year. Contact the front office for ideas and suggestions on how to fulfill this request.

- **Sports and Other Activity Participation Fees** Parents may elect for their children to participate in special extra-curricular activities on a fee basis. These are billed separately from tuition and all charges must be paid in full in order for the student to be eligible to participate. The rate is \$50 per sport (only applicable if student is playing sports) (Non-refundable)
- **Library Books and Materials** Overdue library books incur a fine of 10¢ per day. Students are also responsible for loss or damage to school-owned books or property.
- **Students Enrolling after September** CCA prorates tuition for students entering after the first month of school. A student will be charged tuition equal to 1/10th of the total tuition for each month or partial month they attend CCA. All fees must be paid in full at the time of enrollment, along with the first tuition and extended care payment. All tuition payments must be completed by May. See the Business Administrator for specific figures.
- **Curriculum Changes:** All curricula and programs are reviewed and evaluated at the end of the school year and are subject to change. The administration of Creekside Christian Academy maintains the right to make these changes as it sees fit for the benefit of the students.
- **This contract is subject to the laws of the state of Georgia.** Should any part of this contract be determined to be unenforceable, this will in no way affect the remaining terms, which shall remain in effect and shall be binding on all parties.

Initial _____

PAYMENT & CONSEQUENCES OF DELINQUENT ACCOUNTS

Payment Options All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment shall include:

Payment-In-Full (PIF) Under this plan the entire amount of tuition is paid on or before July 15th, or at the time of registration if a later enrollee. This payment is made directly to the school office by check, money order, credit card, or cash.

Deferred Monthly Payments – ACH Option Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period (July- April) or a twelve (12) month period (July – June) through the FACTS Tuition Management Plan. *All families that choose a monthly payment plan must enroll in FACTS; manual payments will not be accepted.* This plan is an automatic payment plan made through your checking, savings, or credit card account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on either the 5th or the 20th of each month. For later enrollees, payments can be prorated over the remaining months in the payment year, with all payments being completed no later than June 30. **There is a \$41 nonrefundable annual fee to set up this deferred payment option.**

Please Indicate Your Tuition Payment Plan for the 2012-2013 School Year:

Payment-In-Full
(Due July 15th or at Registration)
(No Set-Up Fee)

Deferred Monthly Payments – ACH
 10 Month OR **12 month**
(\$41 Set-Up Fee)

Student Scholarship Fund Contribution:
Please note your optional tax-deductible amount: \$25 \$50 \$100 \$_____

Waiting list If a class is full and you wish to remain on a waiting list, the application fee (\$150) will be held in escrow. However, if you do not wish to remain on the waiting list, a full refund will be given.

Late Payments & Delinquent Accounts It shall be the responsibility of each school family to keep the Business Office informed of its need to make any changes in its preferred payment tuition plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

1. **Full Payment.** When full payment has not been made by July 15, the first month's payment on the 10 month schedule must be received via cash or money order no later than July 20 in order for your child (ren) to attend classes. In addition, all tuition payments shall then be made through the FACTS Tuition Management Plan – Deferred Payment, ACH Option. The family will be billed the \$41.00 set-up fee.

2. **Deferred Payment Plans - Late Payments.** All late payments or payments missed due to insufficient funds will incur a \$65.00 late fee (\$40.00 is assessed by FACTS, \$25.00 by CCA – you may incur additional fees from your financial institution). The missed payment will be reattempted by FACTS within 20 days.

3. **Delinquent Accounts.** All accounts 15 days past due (refer to payment schedule) are subject to a service charge of \$75 and an additional \$75 for each 30 days late thereafter. Late charges are calculated and billed on the last day of the month. When any portion of any account becomes greater than forty-five (45) days in arrears, Creekside Christian Academy may, in its sole discretion, deny class attendance, extended care attendance, and participation in other school activities, withhold academic reports and transcripts, and revoke the enrollment contract. Final exams will not be administered to any student with a delinquent account and students will receive zeros for work missed. When all financial obligations have been met (tuition, fees, ext. care, etc.), the student's year-end report card can be sent and permanent records completed. No records can be transferred to another school until all accounts are complete.

4. **Delinquent Tuition from Previous Year(s).** Any previously unpaid tuition and fees must be paid by July 1 if a student is to be readmitted on the first day of class for the new year. Payments are to be made directly to the school. If payment is not possible, suitable arrangements must be made with the Business Administrator or Head of School.

5. **Penalties for Persistent Delinquent Accounts** Creekside Christian Academy reserves the right to impose appropriate penalties in those situations where delinquent tuition problems persist. These may include, but are not limited to, denial of re-enrollment, suspension of students, not allowing students to sit for exams, restricting student participation in extra-curricular activities, withholding of yearbooks, and withholding of transcripts and records as prescribed by law.

We have read all of the financial policies included in this three page document, and we agree to abide by the policies and pay all tuition and fees on time based on the payment option we have selected above.

Parent's Signature: _____ Date: _____

Student(s) Names and Grades: _____

NOTICE OF NONDISCRIMINATORY ADMISSION POLICY:

Creekside Christian Academy operates not for profit, but to provide training in Christian education. Students are selected without regard to race, color, national and ethnic origin, or disability from applicants who meet admission requirements. Applicants are accepted from the general public.