

**ASCENSION CHRISTIAN EARLY LEARNING CENTER**  
**Financial Agreement Policy**  
**2021-2022**



In order to secure your child's place at Ascension Christian Early Learning Center you must sign and return this form and pay the registration fee indicated below: Registration fees are non-refundable and non-transferable.

**FEES:**

*(Discounts are available for multiple children attending Ascension Christian Schools.)*

Registration fee per child (non-refundable)	\$135
Toddler and Preschool Activity Fee (non-refundable)	\$125
Infants (6 weeks to toddler class entry)	\$170
Toddlers (Toddler class until preschool)	\$170
Preschool Two (must turn 2 by Sept. 30th)	\$170
Preschool Three <i>(must turn 3 by Sept. 30 and be completely potty trained)</i>	\$170

**TUITION PAYMENT OPTIONS:**

ACS accepts payment in cash, money orders, checks, or credit/debit cards via Cashless Campus. A 3% processing fee is added to all credit/debit card payments. Tuition for the upcoming week is due every Tuesday. Payments made after 9:00 a.m. on Tuesday of the current week will be considered late, and a late fee of \$6 per child will be assessed every day until all unpaid fees are paid in full. If your account is not current by Thursday morning, your child will not be permitted to attend until all fees and late charges are paid. If your account remains unpaid for a period of thirty (30) days or more, you will be responsible for ACS's collection costs and/or legal fees incurred collecting any unpaid amounts that you owe.

Ascension Christian Early Learning Center opens at 6:30 a.m. The ELC operates under a very specific schedule and time sensitive curriculum. Arrivals after 9:00 a.m. are considered LATE ARRIVALS. Late arrivals disrupt the children's classroom progress. Families that accumulate three late arrivals in any calendar year will be assessed a fee of \$25 per child for each late arrival that occurs from that point forward until the end of the calendar year.

Ascension Christian Early Learning Center closes at 6:00 p.m. If you have not picked up your child prior to 6:00 p.m. your account will be assessed a fee of \$1 per child, per minute. Three occurrences of late pick-up in any calendar year will result in an additional \$25 fee for each occurrence of late pick-up from that day forward until the end of the school year.

**ABSENCES:**

Children can be absent without payment of tuition for not more than five (5) days each school year (Aug-May). If your child will be absent you must contact the front office to advise them of a planned

absence and make them aware of illness that necessitate unplanned absences. The days allotted for absences without payment of tuition are only available to the families of children that are enrolled full time and do not rollover year to year, and are not a credit against any amount that you owe or will owe in the future.

Families of children enrolled full time during the summer months (June-July) will be allotted five (5) additional days for absences without payment of tuition.

**WITHDRAWAL:**

Should you decide to withdraw your child from the ELC you must give the ELC at least two weeks (2) prior notice.

**FINANCIAL RESPONSIBILITY AGREEMENT:**

This Financial Agreement, signed via the online application, constitutes a binding and valid contract between you and Ascension Christian School. I understand that I am required to pay every week, whether my child attends or not. I understand that I will be charged a fee of \$6 for every day that my account is past due. I understand that the ELC hours are from 6:30 a.m. to 6:00 p.m., and I will be charged \$1 per child, per minute, per child, for every minute late when picking up my child. After every third occurrence during any calendar year of a late pick-up or late arrival, there will be an additional fee of \$25.00 assessed for each late pick-up and/or late arrival from that day forward.

I understand that if my account becomes delinquent my child will not be permitted to attend until all fees and late charges are paid. I understand that if my account is more than thirty days (30) overdue, that it may be turned over to a collections agency and that in addition to the unpaid amount I owe, I will also pay ACS's court costs and legal fees incurred in the collection of debt. If I withdraw my child or children without two weeks of prior notice, I agree to pay the regular fees for the two weeks notwithstanding the fact that my child/children did not attend ELC for that period of time.

I understand that my child or children can be absent without payment of tuition. I agree to contact the front office to advise them of planned absences and make them aware of illness that necessitate unplanned absences. I acknowledge that days attributable to absences without tuition do not rollover year to year and are not a credit against any amount that I owe or will owe in the future.

I agree to pay a \$35 fee for any Non-Sufficient Funds (NSF) check written to ACS.

I understand that the registration fees, tuition, and activity fees are nonrefundable.

By signing this Financial Agreement Form, the signee(s) understands the policies of the Early Learning Center and agrees to abide by all school policies, financial obligations and the refund policies. Effective as of the time of enrollment/re-enrollment, you acknowledge full responsibility for all obligations, including but not limited to your financial obligations.

Mother/Father's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Guardian Signature (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_