

Caldwell Adventist Elementary School Stepping Stone Early Childhood Center SUMMER 2016 FINANCIAL AGREEMENT

BILLING INFORMATION

Name: _____ Phone: _____
 Address: _____ Email: _____
 _____ Zip _____

Student Name(s): _____ **Age:** _____

Please select your PAYMENT PLAN:
 Weekly (Day of payment _____)
 Bi Monthly (Due Friday every 2 weeks)
 Monthly (Due before the 10th)

CHARGES	Weekly	Monthly
REGISTRATION FEE: \$40.00 per family To be paid on or before the first day of attendance.		
TUITION:		
Infant: 6 weeks – 17 months Full Day: \$25x____ Half Day: \$20x____		
Toddler: 18 – 35 months Full Day: \$23x____ Half Day: \$18x____		
Child: 3 – 5 years Full Day: \$21x____ Half Day: \$16x____		
Child: 6 – 11 years Full Day: \$19x____ Half Day: \$14x____		
Days of the Week: (please circle) Monday, Tuesday, Wednesday, Thursday, Friday		
TOTAL CHARGES:		
CREDITS		
ICCP Assistance*:		
Other (enter description here):		
TOTAL CREDITS:		
BALANCE (total charges minus total credits):		
FIRST PAYMENT (Per payment plan):		

*Parents applying for ICCP are responsible for any unpaid balances if payment is not received.

TERMS OF AGREEMENT:

I have read and agree to the financial policies stated on the back of this agreement. I agree to the payment schedule I have selected above. **I understand my account must be kept current for my child(ren) to be granted the privilege of attending CAES and Stepping Stones Childhood Center.**

Signature of Responsible Party

Date

Caldwell Adventist Elementary School Stepping Stone Early Childhood Center

2016 FINANCIAL POLICY

FINANCIAL POLICY:

Families are expected to honor their signed financial agreement and to pay according to its terms. Families will receive a monthly financial statement about their account. If there is a financial problem that needs special consideration, it is the family's responsibility to notify the school business manager and/or Director as soon as possible. Accounts that are past due will be assessed a finance charge unless other payment arrangements have been made with the business manager and /or Director.

Delinquent accounts will be handled according to the steps outlined below:

1. Accounts that are 45 days past due will be asked to meet with the business manager and/or the Director to discuss the situation. The business manager will work with the family to create a new payment plan to keep the account in good standing. After the new payment plan is in place, a second delinquency in the same school year will make a student(s) subject to suspension from the school and /or Child Center until the account has been reviewed by the finance committee for further action.
2. Accounts that are 90 days past due and not in good standing will result in immediate suspension from the school and/or Child Center and a letter of demand for full payment or further collection action will be taken, and the student will not be allowed to return to school and/or Child Center until the account is paid in full.
3. Accounts that are 120 days past due and not in good standing will be sent via certified mail a pre-collection letter with a 30-day due date to respond by. If no response or no payment is received within 30 days, the account will be sent to a collection agency.

LUNCH:

Lunch tickets can be purchase online or with cash or check through the business manager. Cost per lunch: 1 - 4 year olds are \$2 per ticket and age 5 and up is \$3 per ticket. Tickets can be purchased in \$24 increments.

DISCOUNTS:

A 10% discount is available for older siblings when all siblings attend on the same schedule. The youngest child is always full price.