

# Caldwell Adventist Elementary School

## UNLIMITED BEFORE & AFTER SCHOOL CARE PLAN AGREEMENT

**BASIC INFORMATION:**

Before and After School Care is available at the rate of \$2.50 per half hour per child between 7:00 am and 6:00 pm, Monday to Friday. Any child not picked up within 15 minutes of the end of the school day will automatically be sent to After School Care and the parent will be charged the regular rate per half hour. Parents may also elect to add the unlimited Before and After School Care Plan to any student tuition plan for an additional \$50 per month per student instead of being charged by the half hour. All Before and After School Care charges will be billed monthly to the student's account.

**TERMS OF AGREEMENT:**

I agree to add the **unlimited Before and After School Care plan** to my student tuition plan for an additional **\$50 per month per student**. I understand this covers school days only and that any **non-school days are excluded** and will be charged at the regular Stepping Stones rates. I also understand this plan applies to the months of **September through May** only and the plan is not available during the summer months. I am aware that my plan fee will be billed to my student account monthly and payment is **due by the 10<sup>th</sup> of the month**. I have read and agree to financial policies as stated on the back of this agreement.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

**Please list your student(s) on the Unlimited Before & After School Care Plan:**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

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## FINANCIAL POLICIES

### **PAST DUE ACCOUNT 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. Should a financial problem arise that needs special consideration, it is the family's responsibility to notify the school business manager and/or principal as soon as possible. Only accounts in good standing will be eligible for financial aid. Accounts that are past due will be assessed a finance charge unless other payment arrangements have been made with the business manager. 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 principal 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 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 be asked to meet with the finance committee to develop a reasonable repayment plan. Failure to meet with this committee when scheduled will result in immediate suspension from the school 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 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 payment is received within 30 days, the account will be sent to a collection agency.

### **REFUND POLICY**

Refunds will be issued upon request only. The request must be received within the school calendar year they were originally paid. All transactions that are more than 180 days old are not eligible for a refund. Some events and fees are non-refundable, including registration deposits, field trips, and hot lunch tickets. iPad deposit refunds must be requested within two weeks of the last day of school.

### **LATE FEE POLICY**

Payments received after the 10<sup>th</sup> of the month are subject to a \$10.00 late fee.