

**JUNIOR ACADEMY  
IMAGINATION IN EDUCATION, LTD.  
FINANCIAL OBLIGATIONS**

Revised January 19, 2017

**Enrollment Fees**

1. Upon enrollment, and every session thereafter, every parent must complete an enrollment form and pay the required enrollment fee, which is non-refundable. Also, parents must read all information relating to financial obligations and school policies.
2. To take part in any enrollment incentive such as an enrollment discount, your current account must be at a zero balance.
3. Enrollment fees are due every session. We offer a Fall session and a Summer session each year.

**Payments/Charges**

1. **ADVANCE** payments are required.
2. A finance charge at the rate of one-and-three-fourths percent (1-3/4%) per month will be added on past due accounts.
3. If the child's account is not paid by Monday of the following week, a \$25.00 penalty fee will be assessed. All bills must be settled before the child leaves the school.
4. There will be a \$25.00 service charge on all returned checks.
5. There will be a charge of \$5.00 for forgotten lunches.
6. Depending on the circumstances, we may add a transportation surcharge.
7. Parents will be responsible for attorney's fees, late payments charges, interest, and collection costs incurred by Junior Academy/Imagination in Education for any past due or unpaid accounts.
8. For all Before/After School programs parents must enroll their child for either the daily or weekly rate. For daily, you will be charged one day per week whether your child attends or not. This includes weeks when your school is closed. For Junior Academy Children's Centers, a minimum three day attendance is required for preschool, and Day Camp and five days for toddlers.
9. At all sites, you will be charged for the 6 major holidays that Imagination in Education/Junior Academy is closed as well as additional charges for late starts/early closures. These include Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas Eve and Christmas Day, and New Year's Eve and New Year's Day. If the holiday falls on Saturday or Sunday, the centers will be closed on either that Friday or Monday. You may choose to use a vacation day in lieu of paying for that day if you are enrolled on a weekly contract. We also charge additional fees for late starts/early dismissals and day camp days.
10. For Imagination in Education only, you must give a two week written notice to change from a weekly attendance schedule to a daily attendance schedule (this may be done once per session).
11. You must give a two week written notice to withdraw from the Before/After or Day Camp program; four week written notice to withdraw from Toddler or Preschool. Payment is required in lieu of notice and vacation time may not be substituted. If you are dismissed from our program for a payment or behavior issue or any other negative irreconcilable reason concerning the parents and/or the children, JA or IIE may hold the parents responsible for the full notice.
12. Families who sign up for scheduled Day Camp days and do not attend or call to cancel (outside a reasonable time frame as set by the program) will be charged a \$10.00 fee. If you show up for a scheduled Day Camp day and you have not signed up in advance, you will also be charged a \$10.00 per child fee in addition to your regular charge and/or you may be turned away if we do not have enough staff to accommodate your child.

**Discounts**

1. We offer a 15% discount off each additional child's lower rate at Imagination in Education Sites and a 20% discount at Junior Academy sites. We do not offer a discount for Late Starts and Early Dismissals.
2. We offer a 10% Active Duty Military Discount.
3. We offer two options for teachers (you may choose one of the following-please let your director know your choice at the time you enroll since you will not be able to change this once it has been set in place.)
  - a. Teachers can receive a 10% discount and 10 days of vacation time (D11) (weekly rate only) D20 teachers receive 5 days of vacation due to extra district closure days. (weekly only) Daily rate must pay for one day a week. OR
  - b. Teachers will not be charged for days that school is not in session. ( weekly rate only) Daily rate must pay for one day a week.

Bonus: your child may attend our program for free on mornings or afternoons that you have staff meetings, only if your child attends the school where you work.

## Vacation

Bonus: For parents who sign up for the weekly (five day) attendance, each child will receive 10 vacation days per session. D20 children who are weekly will receive 5 days vacation per session due to extra district closure days. For Junior Academy sites, those on three day attendance will receive 6 vacation days per session.

1. If you attend less than 6 weeks during our Summer session, you will not receive any vacation time.
2. Vacation days for a partial session will be determined at the bookkeeper's discretion.
3. Vacation days may not be carried over from one session to the next.

## CCCAP

1. Co-pays are due by the 10<sup>th</sup> of each month. There will be a \$25 penalty fee for each week the co-payment is late. If you are unable to make your co-pay you **MUST** make arrangements with the bookkeeper.
2. You are responsible for any charges for all activities, transportation, gas etc., at all Junior Academy or Imagination in Education sites.

## Custody Contracts

1. In order to make any type of childcare custody arrangement you must present a copy of your custody contract.
2. Vacation time will be determined by the bookkeeper, based on your attendance schedule.

**If there is a financial problem, please contact the director as soon as the problem arises.**

## SCHOOL POLICIES

The purpose of our center is to help each child obtain his/her optimum development intellectually, physically, socially and emotionally, while enjoying a quality educational/recreational program.

1. Parents must visit the center with their child before enrollment. Contact the director immediately should any questions or problems arise. Special needs children will be evaluated on an individual basis. Contact the director for details.
2. Children will be allowed to be picked up from the center or activity ONLY by an authorized parent or parent representative. (ID may be required.) If the child must be picked up during a field trip, then the child will have to remain at the school, if open, OR be picked up by the parent at the planned event. The center should be notified the day before.
3. Center hours may vary by location. Please contact your Director for your particular center. State law requires parents sign in/out of the program. For Premier summer and holiday Day Camp, the buses leave the center at 8:00am and return at 4:30pm unless otherwise noted. Check with your individual program for specific times. Buses will not be held for late arrivals beyond the scheduled departure time. Parents are responsible for making arrangements to transport their child to the respective Day Camp group. **Centers will be closed Saturdays and Sundays, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, Christmas, and New Year's Day, as well as ½ day on Christmas Eve and New Year's Eve. We do charge for these major holidays.**
4. Because of unforeseen happenings, our program may be subject to last minute changes. Financial and program policies may be subject to change. An immunization record is required for all children upon enrollment. Imagination in Education programs require a health status report for all children. All children at Junior Academy large center sites must have a current physical on file within 30 days.

(OPEN COMMUNICATION) - Cooperation and communication between parents and the school is important to ensure the best possible situation for your child.

**It is assumed that you have read and understand all of the above obligations and policies. If you have any questions or concerns, please contact your Director for more information.**

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director signature: \_\_\_\_\_

Date: \_\_\_\_\_