

The Mission Church Academy

Early Childhood Learning Center

STUDENT ENROLLMENT & TUITION AGREEMENT 2022-2023



Please note: This form is to be completed by the student’s parent(s) or legal guardian(s). All terms and conditions within this agreement apply to the 2022-2023 academic year. Please read all policies and procedures within the Academy Policy Handbook.

STUDENT INFORMATION (please print)

_____ Last Name First Name _____

_____ Date of Birth Gender _____

Age as of December 1, 2022: _____

NOTE: Entrance into Academy is based upon space availability, and receipt of all requested forms and fees.

PARENT/GUARDIAN AGREEMENT

I/We understand that The Mission Church Academy & Preschool is a faith-based educational program providing religious instruction, which will be available to my/our child as we fulfill the terms of the tuition agreement as stated below.

I/We affirm that our child is physically, emotionally, socially, and cognitively able to participate at the required grade level in which he/she is enrolled. I will remind and instruct my child that participating in all school activities must be done without infringing upon the rights of others. Further, I/we will ensure that my/our child adheres to the codes of conduct of The Mission Church Academy & Preschool’s Policy.

I/We agree to be financially responsible for the Academy tuition and fees for additional programs in which my/our child is registered. **In the event that I/we become delinquent in my financial obligation or need to withdraw my child for any reason, I/we hereby acknowledge that I/we will be required to pay any and all fees incurred over the duration of my/our child’s enrollment.**

I/We understand that The Mission Church Academy & Preschool shall have the unilateral right to cancel this agreement and exclude my child from participation in the Academy program **if payment is not received by payment due date which I understand is the first day of each month.**

ENROLLMENT

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I/We hereby register the above- named student for the following faith-based educational programs, and/or optional programs, and payment plans as indicated below:

Preschool and Pre-Kindergarten Class (please select one):

- **Preschool:** 3 years of age as of December 1, 2022
 - 🍏 (2) Day
 - 🍏 (3) Day
 - 🍏 (5) Day
 - 🍏 Extended Day (Additional \$10.00 per hour)
 - 🍏 Full Day
- **Preschool:** 4 years of age as of December 1, 2022
 - 🍏 (2) Day
 - 🍏 (3) Day
 - 🍏 (5) Day
 - 🍏 Extended Day (Additional \$10.00 per hour)
 - 🍏 Full Day
- **Progressive Bridge/Kindergarten:** 4 years, 9 months as of December 1, 2022.
- **Toddler:** 2 years of age as of December 1, 2021
 - 🍏 (2) Day
 - 🍏 (3) Day
 - 🍏 (5) Day
 - 🍏 Extended Day (Additional \$10.00 per hour)
 - 🍏 Full Day
- **Infants:** 6 weeks as of December 1, 2022

Tuition based on an Annual/Monthly Basis per need (on a \$12.00 per hour rate; 4 hours minimum per week.).

Please complete drop off and pick- up days and times below:

- ✓ Mondays: Time Frame: _____ am _____ pm
- ✓ Tuesdays: Time Frame: _____ am _____ pm
- ✓ Wednesdays: Time Frame: _____ am _____ pm
- ✓ Thursdays: Time Frame: _____ am _____ pm
- ✓ Fridays: Time Frame: _____ am _____ pm
- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*).

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Tuition Costs (please select the appropriate box):

- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*).

Progressive Bridge/K Program: (9am-2pm) Five Days \$5500.00 per year/\$550.00 monthly payment plan

- 🍏 Extended 5 Days (9am-4pm): an additional \$10.00 per hour
- 🍏 Extended 3 Days (9am-4pm): an additional \$10.00 per hour
- 🍏 Extended 2 Days (9am-4pm): an additional \$10.00 per hour
- ✓ \$275.00 Book & Supply Fee (*non-refundable*)
- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*).

Four-Year Old Program (9am-12pm)

- 🍏 (2) Day: \$260.00 per month
- 🍏 (3) Day: \$270.00 per month
- 🍏 (5) Day: \$440.00 per month
- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*).
- ✓ \$50.00 Book & Supply Fee (non-refundable)

Extended Enrichment

- 🍏 Extended 5 Days (9am-2pm): an additional \$10.00 per hour
- 🍏 Extended 3 Days (9am-2pm): an additional \$10.00 per hour
- 🍏 Extended 2 Days (9am-2pm): an additional \$10.00 per hour
- 🍏 Full 5 Days (9am-4pm): an additional \$10.00 per hour
- 🍏 Full 3 Days (9am-4pm): an additional \$10.00 per hour
- 🍏 Full 2 Days (9am-4pm): an additional \$10.00 per hour

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Revised, December 19, 2021

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Three-Year Old Program (9am-12pm)

- 🍏 (2) Day: \$260.00 per month
- 🍏 (3) Day: \$320.00 per month
- 🍏 (5) Day: \$480.00 per month
- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*).
- ✓ \$50.00 Book & Supply Fee (non-refundable)

Extended Enrichment

- 🍏 Extended 5 Days (9am-2pm): \$10.00 per hour
- 🍏 Extended 3 Days (9am-2pm): \$10.00 per hour
- 🍏 Extended 2 Days (9am-2pm): \$10.00 per hour
- 🍏 Full 5 Days (9am-4pm): an additional \$10.00 per hour
- 🍏 Full 3 Days (9am-4pm): an additional \$10.00 per hour
- 🍏 Full 2 Days (9am-4pm): an additional \$10.00 per hour

Toddler Program: (9am-12pm)

- 🍏 (2) Day: \$250.00 per month
- 🍏 (3) Day: \$330.00 per month
- 🍏 (5) Day: \$490.00 per month
- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*).
- ✓ \$50.00 Book & Supply Fee (non-refundable)

Extended Enrichment

- 🍏 Additional \$10.00 per hour

Infant Program

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Tuition based on an Annual/Monthly Basis per need (on a \$12.00 per hour rate; 4 hours minimum per week.).

- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*).
- ✓ \$50.00 Book & Supply Fee (non-refundable)

Morning Faith Based Program (7am-9am)

\$10.00 per hour

- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*).
- ✓ \$50.00 Book & Supply Fee (non-refundable)

AFTER SCHOOL AGE CARE TUITION (\$10.00 per hour)

\$10.00 per hour

- ✓ \$225.00 Registration Fee (*non-refundable*)
- ✓ \$150.00 Registration Fee for each additional sibling (*non-refundable*).
- ✓ \$50.00 Book & Supply Fee (non-refundable)

****Please note there is no after care on days where the Academy is scheduled to be closed. Please refer to the Academy calendar.***

Registrations/Book & Supply Fees

- 🍏 Registration fee: \$225.00 (*non-refundable*)
- 🍏 Registration fee for each additional sibling: \$150.00 (*non-refundable*)
- 🍏 Supply Fee Per Student: Before School Program=\$50.00(*non-refundable*)
- 🍏 Supply Fee Per Student: After School Program: =\$50.00(*non-refundable*)
- 🍏 Book/Supplies Fee Per Student: Progressive Bridge/ Kindergarten= \$275.00 (*non-refundable*)
- 🍏 Book/Supplies Fee Per Student: Preschool 3's & 4's= \$50.00 (*non-refundable*)

Additional Terms & Conditions

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- Ten percent reduction in tuition for second child enrolled simultaneously at The Mission Church Academy. Fifteen percent reduction in tuition for third child. Twenty percent reduction in tuition for four and more children.
- School closure due to unforeseen emergencies will not result in refunds.
- Late pickups (pick-ups after the child's regularly scheduled time, will be subject to an additional charge of \$25.00.
- Monthly tuition is derived from an annual fee divided by a 10- month academic school year term.
- Tuition is due the 1st of each month. (if the 1st falls on a weekend or closed school day, payment is due prior to the 1st.)
- Late tuition will result in a \$25.00 late fee.
- One month's tuition is expected at the time of registration as well as the student's registration fee and books/supplies fee cost. This will secure placement for your child in the designated Academic School year and is nonrefundable. An advanced payment of the final month (June) of the school year is due the first day of school.
- Student enrollments after September 1st are expected to make an advance payment of the June Tuition. This is due two weeks from the child's official start date and is non-refundable.
- Please note that late tuition fee(s) will be assessed for June payment if payment exceeds the two -week deadline.
- Summer Tuition: a non-refundable \$50.00 registration fee total summer tuition is due by May 1st.
- Cash is accepted though must be personally given to an administrator at the front desk. Please do not send any form of money in your child's backpack/folder/or in your child's possession at any time. The Mission Church Academy is not responsible for lost or unfound money of this sort.
- Payments may also be paid online at tmcademy.com
- Any overdue tuition may result in termination of enrollment.
*All checks should be made payable to The Mission Church.

TUITION OBLIGATION AND ENROLLMENT POLICY AGREEMENT

Please note the below required payments:

Monthly Tuition: the parent(s) or guardian(s) of the above student acknowledge and agree to pay the monthly tuition due on the first day of each month.

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Registration Fees: a non-refundable \$225.00 registration fee; \$150.00 for each additional sibling, and non-refundable first month's tuition payment is due at the time of registration in addition to fees for books and supplies.

Advanced Final Payment: an advance payment of the tenth prorated payment is due the first day of the upcoming school year.

Bank Service Fees: returned or rejected payments shall be assessed a bank service fee.

Late Tuition Payments: late tuition payments shall be assessed penalty fees (\$25.00 after the 1st of each month, \$20.00 after the 11th day of the month) in accordance with the Academy's "Tuition Policy/Agreement." Failure to pay late tuition payments will result in student's suspension.

Please note the following from the Academy's "Tuition Policy/Agreement."

1. One month's tuition is expected at the time of registration as well as the student's registration fee and books/supplies fee cost. This will secure placement for your child in the designated Academic School year and is nonrefundable. An advance payment of the tenth prorated payment is due the first day of the upcoming school year.
2. Tuition is due the first of each month. (If the first falls on a weekend or closed school day, payment is due the following business day.)
3. Late tuition will result in a \$25.00 late fee.
 - a. After the 11th day of the month an additional \$20.00 late fee will be assessed accompanied by an email, letter, text, and/or phone call from the treasurer.
 - b. After the 15th of the month failure to pay the outlined charges will result in suspension of student attendance accompanied by email notification, letter, text, and or follow up phone call from the treasurer.
4. All checks should be made payable to "The Mission Church."
5. Cash is accepted but must be personally given to an administrator at the front desk to receive a receipt. Please do not send any form of money in your child's backpack/folder/ or in your child's possession at any time. The Mission Church Academy is not responsible for lost or missing money.
6. Payments may also be paid online at tmcademy.com.

Payment Options

- Annual Payment - elect to pay tuition in full by August 1 (less 2%)
- Month to Month (due the first of each month)

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Credit Card Payments Online

Credit / Debit Card Payments log onto: www.tmcacademy.com and click onto the area that states, "Pay My Tuition."

ACKNOWLEDGEMENT

NOTE: Both parents and/or legal guardians must accept financial responsibility for payment of tuition and sign below.

I/We the undersigned hereby agree to all terms and conditions of The Mission Church Academy & Preschool as stated in the Academy Policy Handbook. I/We further agree to be in compliance with the Enrollment and Tuition Agreement and the terms stated therein.

Print - Mother's (or Guardian) Full Name _____

Sign - Mother's (or Guardian) Full Name _____

Date: _____

Print - Father's (or Guardian) Full Name _____

Sign - Father's (or Guardian) Full Name _____

Date: _____

Primary Residence of Parent/Guardian of Student: _____

Home Phone# () - _____ - _____ Cell Phone# () - _____ - _____

Please sign this form, and submit with appropriate fees to:

**The Mission Church Academy & Preschool
4101 Route 52 Holmes, NY 12531**

do not write below this line

Official Use: 2022 - 2023 Academic Year

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Enrollment Accepted by _____ Date: _____

Start Date _____

Payment Received _____ by _____

Date Received _____

check# _____

cash _____

online credit card payment _____