



Cheyenne Hills Christian Academy 2024-2025 Tuition, Registration, & Financial Information

Tuition Rates & Daily Start and End Times

Payment Plan	3's & 4's (2 Day Half Day) (T/TH) 8:30am-12:15pm	3's & 4's (3 Day Half Day) (M/W/F) 8:30am-12:15pm	3's, 4's, & Jr. Kindergarten (5 Days a week) (Full Day) 8:30am-3:30pm (M-TH) 8:30am-12:15pm (Friday)	Elementary (K - 6 th) 8:00am-3:30pm (M-TH) 8:00am-12:15pm (Friday)
	Payments	Payments	Payments	Payments
One (1) Pmt. (Aug. 1)	\$2,300/yr.	\$2,900/yr.	\$6,000/yr.	\$6,000/yr.
10 Pmts. (Aug. - May) (Other Payment Plans Available)	\$230/mo.	\$290/mo.	\$600/mo.	\$600/mo.
Add-on Option: Afternoons for 3's & 4's (12:15pm-3:30 pm)	\$400/Additional per yr.	\$400/Additional per yr.	N/A	N/A

3- year-olds and 4-year-olds:

Both the 3's and 4's classes are offered to meet either two days (Tues/Thurs) or three days (Mon/Wed/Fri) per week for a half day. Your child must be the appropriate age for their respective class before their first day of school and must be completely potty trained and independent with toilet use. If you need or want your 3-year-old or 4-year-old to attend five days a week we can enroll your child in both classes. The afternoon option is available for an additional cost (please see chart above) and allows for a nap if necessary.

Jr. Kindergarten:

Designed for 4-year-olds and 5-year-olds that need a little more time before they start kindergarten. This class meets five days a week and aims to get a student prepared for the daily routine and curriculum of kindergarten.

Elementary:

Kindergarten through 6th grade. A kindergarten readiness assessment is required to enroll a child in kindergarten and can be scheduled through the school office.

Registration Fees & Requirements:

- Registration fee is non-refundable (except in case of class closure due to lack of meeting minimum student enrollment).
- Preschool half-day registration fee is \$300 for 1st student, \$150 for 2nd and subsequent children.
- Jr. Kindergarten and Elementary school registration fee is \$500 for 1st student, \$300 for 2nd and subsequent children.
- Space will be reserved after registration fee is paid in full.
- Re-Enrollment for a new year will be completed after outstanding balances are paid in full.

Tuition Payment Policies:

- Invoices are posted the 1st of the month and payment is due by the 5th of each month. A late fee of \$30 will be charged if payment is received after the 5th of each month. Additionally, any balances carried over from prior months will be assessed a finance charge of 1.5% per month after the 7th of each month.
- Accounts more than 15 days past due will receive communication reminding parents of the urgency to promptly update the account.
- Accounts more than 30 days will be required to meet with the Director in person to come up with a plan to pay the tuition.

Enrollment Procedure:

Each March enrollment begins for the following school year. The following items are necessary for enrollment in the school:

1. Complete the online registration form.
2. Complete and submit the Registration & Financial Contract.
3. Submit the non-refundable student registration fee.
4. Submit current Immunization records.
5. Submit a copy of the child's birth certificate.
6. Approval by the Director.

Re-enrollment Procedure:

The steps below need to be completed for your child to be re-enrolled. It is imperative that these steps are followed:

1. Complete and submit the Registration & Financial Contract.
2. Submit the non-refundable registration fee.
3. Submit a current immunization record.
4. Approval by the Director

The registration fee helps cover materials and reserves a place for your child in the program. Enrollment is on a first come first serve basis. Currently enrolled students who have attended CHCA will receive the highest priority in registering their student followed by church families. After these groups have been served, registration will be opened to the public. A waiting list will be kept of children wishing to enter the program. Openings will be filled in the order the names are placed on the list with respect to age and priority status. A child will be considered enrolled when the online registration and the financial contract form is completed and the registration fee, current immunization record and birth certificate are submitted.

2024-2025 Registration & Financial Contract

I hereby apply to register my child _____ in
Print Child's Name

_____ class/grade at CHCA for the 2024-2025 school year from: (check one)

- Preschool – Sept. 4th, 2024, thru June 3rd, 2025 (T/TH Classes)
Or June 4th, 2025 (M/W/F Classes)
- Elementary – Sept. 3rd, 2024, thru June 4th, 2025

The terms and conditions of said registration are set forth within this 2024-2025 contract.

Registration & Financial Contract Form (“the Contract”) as follows:

1) I agree to pay to CHCA all non-refundable applicable tuition, fees, and charges, including:

- a. Part day student registration fee of \$300.00 (2nd and subsequent children \$150) OR Full day student registration fee of \$500.00 (2nd and subsequent children \$300.00) Registration fee must accompany this form unless already paid.
- b. Tuition for the 2024-2025 school year in the amount of \$_____ (see chart pg. 1).
- c. A tuition discount of 10% will be provided for the second child in your family who is enrolled at CHCA and 20% for each additional child.
- d. A tuition discount of 10% will be provided for Active Military and First Responder families.

2) I understand that I may choose a tuition payment plan*.

I, the undersigned, accept payment plan (Please check one plan):

- 1 Payment (Due by August 5th)** **2 Payment (Due by August 5th & Jan. 5th)**
- 10 Payments (August - May) (Due the 5th of each month)**

*Payment plans are for the convenience of parents. In the event of an early withdrawal of a student, **parents may be responsible for the entire balance of the year's tuition.** If we can fill the spot with another child, the school will dismiss the remaining balance if the account is current. Exceptions will be considered on an individual basis.

Withdrawal Policy:

Withdrawals from CHCA must be made in writing (signed by the parent/guardian) and submitted to the Director. The written notice should include the date of and reason for withdrawal. If a child is going to be absent for an extended period, the Director must be notified, and the tuition bill must be kept current.

Tuition Payment Agreement:

1. I further agree and understand that there is a 5-day payment period for each payment plan. If tuition is received by CHCA after the 5th of each month, there will be a **\$30.00 charge for late payment**. Additionally, any balances carried over from prior months will be assessed a finance charge of 1.5% per month after the 7th of each month. I further understand and agree that there will be a \$35.00 charge for each returned check. I also understand students will not be allowed to attend classes when tuition is 30 days overdue. A student's tuition payments must be current for her/him to be permitted to receive progress or semester grade reports.

2. I further understand, acknowledge, and agree that CHCA is a school of limited enrollment. By executing this Contract, CHCA agrees to provide a place for my child in his or her respective class, which may deprive another child of the privilege of enrolling at CHCA. Further, if my child withdraws from CHCA, CHCA may be unable to enroll another child to fill my child's place in the classroom. I agree that all obligations shall be continued, and this Agreement shall not be terminated for any reason other than an absence or withdrawal of my child due to a catastrophic injury or illness to the minor child or to the undersigned.

3. CHCA reserves the right, at its sole discretion, to suspend or dismiss the above-named student if the student's presence at CHCA would be detrimental to the student or the school. In such event, parents may be responsible for the remainder of the school year's tuition and fees. CHCA reserves the right to dismiss parent's financial obligation as they see fit.

4. My signature on this Contract indicates my understanding of my responsibility and my commitment to pay for a full year's tuition.

I understand that I will receive invoices through my Procare account. It is my responsibility to sign into my parent portal each month to access my invoices and make payments on time. Failure to meet my payment schedule may result in late fees.

Signature of person responsible for tuition payment

Date

Printed name: _____

Primary Email: _____

Cell Phone: _____

Secondary Email: _____

Mailing Address: _____
Street Address City State Zip