



2025-2026 Tuition, Registration, & Financial Information
Tuition Rates & Daily Start and End Times

Payment Plans (1, 2, or 10 Payments)	3's & 4's (2 Days Half Day) (T/Th) 8:30am–12:15pm	3's & 4's (3 Days Half Day) (M/W/F) 8:30am-12:15pm	Jr. Kindergarten (5 Days a week) 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)
	Amount	Amount	Amount	Amount
One Payment (Due Aug. 5th)	\$2,500/yr.	\$3,600/yr.	\$6,700/yr.	\$6,200/yr.
2 Payments (Due Aug 5th & Jan 5th)	\$1,250/semester	\$1,800/semester	\$3,350/semester	\$3,100/semester
10 Payments (Paid monthly Aug.- May)	\$250/mo.	\$360/mo.	\$670/mo.	\$620/mo.
Add-on Option: Afternoon for 3's & 4's (12:15pm-3:30 pm)	\$600/Additional per yr.	\$600/Additional per yr.	N/A	N/A

Half Day Preschool Registration Fee:

- Non-refundable (except in case of class closure due to lack of minimum student enrollment)
- \$300 for 1st student, \$150 for 2nd and subsequent children

Full Day Preschool & Elementary Registration Fee:

- Non-refundable (except in case of class closure due to lack of minimum student enrollment)
- \$500 for 1st student, \$300 for 2nd and subsequent children.

Registration Requirements:

- 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.

Technology Fee: (1st Grade – 6th Grade only)

- Includes an iPad, accessories, and technology maintenance and management. An iPad will be purchased for the student and kept exclusively at the school during the student's enrollment. Upon graduating or withdrawing from our program, the student will be given the iPad providing that all fees are paid in full.
- \$500 fee covers one time purchase of iPad and accessories plus one year of technology management expenses.
- The second year and all subsequent years that the iPad is maintained at CHCA will require payment of a \$100 technology maintenance and management fee. (Fees subject to change annually.)

Tuition Payment Policies:

- Invoices are posted on 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 them 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.

Registration Procedure:

Each February 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 or WY Dept. of Health vaccine waiver.
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 three 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 is applied towards student materials and reserves a place for your child in the program. Enrollment is on a first come, first served basis. Enrollment is initially opened to those students that are currently enrolled at CHCA and their siblings as well as Cheyenne Hills Church families. After these groups have been served, registration will be opened to the public. A waiting list will be kept during the school year of children wishing to enter the program. Openings will be filled in the order the names are placed on the list. A child will be considered enrolled at CHCA once the applicable registration or re-enrollment procedure (listed above) has been completed.

Withdrawal Policy:

Withdrawal 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.

2025-2026 Registration & Financial Contract

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

_____ class/grade at CHCA for the 2025-2026 school year from: (check one)

☐ Preschool – Sept. 3rd, 2025 thru ☐ May 28th, 2026 (T/TH Classes)
 Or ☐ May 27th, 2026 (M/W/F Classes)

☐ Elementary – Sept. 2nd, 2025 thru May 29th, 2026

The terms and conditions of said registration are set forth within this 2025-2026 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. Technology Package Fee: \$500 for students in the 1st Grade through 6th Grade

- c. Tuition for the 2025-2026 school year in the amount of \$_____ (see chart pg. 1).

- d. A tuition discount of 10% will be provided for second and subsequent children enrolled at CHCA.

2) I understand that I may choose one of the following payment plans.

I, the undersigned, agree to pay according to the following payment plan (Please check one plan):

☐ **1 Payment (Due by August 5th)**

☐ **2 Payment (Due by August 5th & Jan. 5th)**

☐ **10 Payments (August 5th - May 5th) (Due by the fifth of each month)**

Tuition Payment Agreement:

*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.

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 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 Procare account each month to access my invoices and make payments on time. Failure to meet my payment schedule may result in late fees and may ultimately result in dismissal of my child(ren) from CHCA.

Signature of person responsible for tuition payment

Date

Printed Name

Primary Email: _____

Cell Phone: _____

Secondary Email: _____

Secondary Phone: _____

Mailing Address: _____

Street Address

City

State

Zip