

Requests for changes from one plan to another, drop-in times (6:30-8:30 AM at \$25 or 12:00-6:30 PM at \$45.) Or additional days, must have prior approval of the administration. A decision will be based on space availability and your acceptance of additional cost for drop-in times/days.

Operating Hours 6:30 am to 6:30pm: Late Pick Up IS STRONGLY DISCOURAGED: We expect each child to be picked up by your contracted hour (12:00 pm or 6:30 p.m.). Should it ever occur, your account will be automatically charged \$15.00 for each quarter hour or portion thereof. This rate is reviewed regularly, and we reserve the right to adjust it if the administration feels it necessary.

Vacation of two weeks is allowed without tuition charge while still reserving your child's spot. Notification of vacation tuition adjustments must be submitted by the 10th of the month so we can staff accordingly. FACTS Tuition Adjustment forms can be found on our website or can be found in front of office.

PLEASE NOTE THAT ALL FINANCIAL OBLIGATIONS MUST BE CURRENT IN ORDER FOR YOUR 2020-2021 ENROLLMENT PACKET TO BE ACCEPTED.

****Parent Initial _____ FUNDRAISERS: Mandatory Family Fee of \$300.00 per family.** Funds can be earned through: Walk-A-Thon and Student Sponsors (September-January). Balance of funds not raised by January 15, 2021, will be withdrawn from you FACTS account when your next tuition payment is due. There are other fundraisers that occur throughout the year that go towards the enhancement and enrichment of our academic programs and do not go towards offsetting family fees.

Parent/Guardian Names: _____
(Father/Guardian) (Mother/Guardian)

Home Address: _____
(Billing Address) (Street) (City and Zip Code) (Home Phone)

Phone Number: _____
(Father's Daytime) (Father's Cell) (Father's Email)

(Mother's Daytime) (Mother's Cell) (Mother's Email)

For your convenience St. Stephen Academy offers automated payment services for special events use, such as field trips, fundraisers, special orders, etc. through PayPal (with a 3% service charge); your credit card will be scanned to complete transaction.

I understand that by signing this Reservation Agreement for the academic year, I am agreeing to accept the rules and regulations of St. Stephen Academy as stated in this agreement. In addition, I am agreeing to follow the parent handbook and as referred to on pages 1-2 of this agreement.

Parent/Guardian: _____
(Signature) (Date)

Parent/Guardian: _____
(Signature) (Date)

WELCOME TO ST. STEPHEN ACADEMY!