



### Application and Registration Information

- Current families have priority application/enrollment from December 19, 2022-January 6, 2023
- Any spots remaining after January 6 will be opened up to prospective families
- A non-refundable \$50 application fee per family is expected at time of application. The completed application form and payment are required of all families seeking admission into any of our programs
  - Current families will be billed thru Tuition Express
  - Prospective families will need to attach a check to the completed application
- Once your application has been accepted a non-refundable registration fee of \$100 per child will be collected to secure their spot
  - Current families will be billed thru Tuition Express
  - Prospective families will need to submit a check to CPC Kids' Academy within 5 days of enrollment acceptance

### Enrollment Packets

- Enrollment packets will be distributed in early March
- Please complete all paperwork for each child that is enrolling
- All children must have a new enrollment packet filled out each school year
- Completed packets can be turned into the Kids' Academy office at any time. Our Assistant Program Director, Sintia, will review all packets and reach out if anything is needed

### Financial Responsibilities

- Tuition will be charged monthly in advance and is due on the 1st of each month
- Tuition express accounts will be created for all families and tuition is paid electronically. You will have the option to choose debit payment from your checking account or credit card. There is a service fee when using a credit card
- There will be a \$25 charge added to any account that has a balance after the 1st of each month. If full payment is not received by the 5th of each month care will be suspended until the account is paid in full



### Late Pickup Information

- \$20.00 will be charged for every 15 minutes, or any portion thereof, after 6:00pm
- Any child still at the building at 6:30pm will be turned over to the Clarendon Hills police dept. per DCFS requirements

### Non Attendance Days

- CPC Kids' Academy is closed the following days;
  - New Year's Day
  - Martin Luther King Day (Teacher Professional Development Day)
  - President's Day (Teacher Professional Development Day)
  - Good Friday
  - Memorial Day
  - Independence Day
  - Columbus Day (Teacher Professional Development Day)
  - Thanksgiving and the day after
- These non-attendance days have been factored into tuition charges for all age groups to maintain consistency in monthly billing
- If any of these days fall on a weekend, the legal holiday will be observed

### Kids' Academy Winter Break Closure

- CPC Kids' Academy is closed the following Winter Break
  - Winter Break - December 25, 2023 thru New Year's Day
  - This Holiday Week has been factored into tuition for the Little Learners, Preschool and Prekindergarten age groups to maintain consistency in monthly billing - no change to monthly tuition
  - School age students are not charged for this week. Tuition will be prorated for December to reflect this closure week at the Academy

### D181 Out of School Care

- During the full weeks that D181 is not in attendance school agers are not charged their regular tuition. The months of November, December and March will be prorated to reflect full weeks out of school
- If care is offered at the Academy there will be a separate charge for your school age child
  - A minimum of 10 children are needed to offer school age care
  - Sign-up is on a first come first serve basis with a maximum of 20 kids



### Lunch

- All Little Learners, Preschool and Prekindergarten children who are in attendance are served lunch and up to 3 snacks per day. This is included in the monthly tuition charge
- All school age children, kindergarten thru 5th grade, are served up to 3 snacks per day, which is included in the monthly tuition. When in attendance they are served lunch at a cost of \$6.00 per day

### Bus Service

- Bus service is offered to a maximum of 14 kindergarten thru 5th grade students who attend Walker School. Placement is on a first come, first serve basis. Charges are in addition to the monthly tuition and are as follows;
  - One trip per day, either before or after school: \$58 per month per child
  - Two trips per day: \$116 per month per child
- Bus fees will be prorated for November, December and March to reflect the full week(s) out of school. All other months are charged at the full monthly rate

### School Age No Show Charge

- It is your responsibility to notify CPC Kids' Academy when your school age child will not need to walk with our teachers or take the bus to the building. If CPC Kids' Academy is not notified there will be the following charge added to your account
  - 1st violation: \$5.00
  - 2nd violation: \$15.00
  - 3rd violation: \$30.00
  - 4th violation: Busing will be suspended for remainder of the year

### Tuition Assistance

- Applications can be submitted confidentially for tuition assistance consideration
- If in need, please request an application from the Program Director
- Once submitted, the application will be reviewed by the Academy's Scholarship committee
- The Program Director will reach out to the family once a decision is made
- Application, registration, summer, late pickup, school age no-show and delinquent account fees are not covered by our tuition assistance program.