



DECATUR ADVENTIST JUNIOR ACADEMY
Certified as a School of Excellence since 2009

AFTERCARE ENRICHMENT PROGRAM

A ministry outreach program of

DECATUR ADVENTIST JUNIOR ACADEMY

Application Year: _____

Child's Name: _____ **Grade:** _____ **Age:** _____

Parent's Name: _____
(Mother or Legal Guardian – Please Print) (Father or Legal Guardian – Please Print)

Street Address: _____

City: _____ **State:** _____ **Zip:** _____ **Cell:** _____

Phone No: _____ **Email:** _____

Child's Name: _____ **Grade:** _____ **Age:** _____

_____ **Grade:** _____ **Age:** _____

_____ **Grade:** _____ **Age:** _____

Medical Problems: Allergies: Yes _____ No _____

Others authorized to pick up your child:

Name / Telephone

Name / Telephone

Name / Telephone

Name / Telephone

Signature of Parent/Legal Guardian

Date





POLICIES AND PROCEDURES FOR TUITION and the AFTERCARE PROGRAM

TUITION POLICY

Tuition is due on the 1st of every month. Tuition is considered late if paid after the 10th of the month. A \$25.00 late fee is charged on accounts where tuition is paid after the 10th of the month. If the tuition is not paid by two weeks after the 10th of the month, the parent should be advised to keep the student at home until the account can be brought current. As a practical matter we have allowed the parents until the end of the month before asking them to keep the student at home.

AFTERCARE POLICY

Aftercare fees should be paid in advance for those who pay weekly or monthly. Payments are due the Monday of the week of service (or the first day of the month of service for those paying monthly). Payments are considered late if paid after the close of the business day on Monday. **If a parent is using the service on a day-to-day basis, then payment is due each day when the child is picked up.** The aftercare rate is \$175 per month, \$50 per week, and \$15 per day for drop-ins.

PROCEDURES – Parents **must pay their Aftercare account**. An attendance roster is provided to maintain a record of attendance. It is **mandatory** for you to sign in/out your child each time he/she attends Aftercare. The number of days shown on the roster will determine if you will be billed daily or weekly. If you fail to sign the roster or pay for your aftercare services it will be notated in the roster and your child will not be able to return to the Aftercare Program until you have done so. If the matter is not resolved in a timely manner the amount will be applied to your tuition bill.

All monies collected for any given week will be prepared for deposit on the day it is received. There is a \$25 fee for all returned checks. **A \$1.00 fee will be added for each minute you arrive after hours.**

I agree to the above-mentioned policies and procedures and realize they will be strictly enforced.

Parent/Guardian Signature

Please Print Name