

**The Vanguard Academy
Tuition and Policy Guidelines
School Year 2015-16**

Student Information

Name:	DOB:
Nickname:	M F

Parent Information

Mother's Name:	Marital Status:
Address:	City/Zip
Cell Phone:	Work Phone:
Employer:	Email:

Parent Information

Father's Name	Marital Status:
Address:	City/Zip
Cell Phone:	Work Phone:
Employer:	Email:

Tuition Responsibilities

1. Registration fee is due at time of enrollment and is billed to you on an annual basis.
2. Tuition is due on the following schedule
 - a. Weekly Families, Monday morning, late by Tuesday morning and then a \$20 late fee will be assessed Wednesday morning and each week after until balance is ZERO
 - b. Monthly Families, by the FIRST MONDAY of each month, late by Tuesday morning of that week of the month and a \$20 late fee will be assessed for each week not at ZERO
3. Students in classes from Explorer to Pre-Kindergarten will be assessed an activity fee to cover the cost of special activities for the school year (see supply list for exact fee's) Student's in Junior Kindergarten, Kindergarten, First Grade and Second Grade classes will be assessed an activity fee for Math and Literacy, Spanish and Field Trips. Students in Dreamer and Discovery classes will be assessed a \$20 activity for special activities. This will be an annual activity fee due August of each school year and NON-REFUNDABLE
4. No tuition reimbursements will be given for partial weeks attended. Full tuition is due unless an approved vacation time is given PRIOR to the scheduled vacation week.
5. A two week notice is required when leaving The Vanguard Academy. Tuition will be billed for those two week's NO refund will be given for any tuition paid, if a notice has been given.
6. Rapid Tuition is available and encouraged. This is an ACH debit of your checking or savings accounts on a weekly or monthly basis.
7. During Summer Camp 2015, lunch may be purchased at a cost of \$2 per day that will be billed on a weekly basis. You may bring your lunch, but NO PEANUT BUTTER, TREE NUT products.

I have read the tuition responsibilities and agree to pay the following tuition and fees:

Tuition: _____ I prefer weekly _____ I prefer monthly _____

Activity Fee: _____ Due: **AUGUST 17, 2015**

Registration Fee: _____ due annually Program: _____

Name: _____ Date: _____
Parent/Guardian Signature

Name: _____ Date: _____
Parent/Guardian Signature

Policy Agreement

Returned Check or Rapid Tuition Charges

All returned checks, Credit Card or ACH debits will be assessed a \$25 NSF charge

School Hours:

School opens at 7am, BUT all students, Dreamer-Preschool are required to be here by **8:45am to begin our school day**. Please inform the office if the student will be arriving after 9:00am (doctor's appointments, dentist, etc) for late arrivals not only disrupts the entire class but also minimizes the quantity and quality of your child's academic education. **Pre-K, JK, Kindergarten, 1st and 2nd will start class at 8:30am**

Late Pick Up Charges/Tardiness to School

A \$2 per minute, per child late fee will be assessed starting after the start of school if habitually late and starting at 6:01pm **This WILL BE ENFORCED.**

Vacation

You will receive one week's vacation in January each year for those students enrolled for the academic school year. The student must be out the entire week to get the credit. You are eligible for vacation credit after six months of school and tuition is at ZERO. This does NOT apply to Kindergarten or 1st and 2nd grade.

Parent Handbook and School Calendar

The Parent Handbook and School Calendar are located on our website: www.thevanguardacademy.com it is the parent's responsibility to review the handbook and school calendar. Signing this agreement below will confirm you have read and understand both the Parent Handbook and school calendar.

Immunization Records

Immunization records are due upon your enrollment meeting that will be set up by the school office. This may be faxed to us at 326-8976. Each time immunizations are updated a copy must be submitted to the office. If your child's immunization expires, we will notify you of the expiration, unfortunately, your child will not be able to return to school until a current immunization has been received by the office.

Security Code

All families will have a four digit security code for each parent selected by the family. This code is NOT to be given to anyone but the parents of the child. Anyone else picking up the student MUST come to the office with A valid driver's license where we will make a copy of the license and compare that name to your authorized list on your registration. If someone is picking the student up who is NOT on your authorized list, YOU MUST put this in writing to us, prior to their arrival. You may drop this off in the office or fax us a letter to 326-8976. If you have given this code to anyone, we will change your code and notify you of the change. **THIS IS FOR THE PROTECTION OF ALL OF OUR STUDENTS.**

Reach Alert

All school information will be distributed via the Reach Alert System. Upon registration you will be given a website and code to go to and register your family to be notified by text, email and by phone. This will be set up at your initial meeting with the school office before starting. The Vanguard Academy CAN NOT registers you for these alerts.

School Arrival/ Departure:

School BEGINS at **9:00am**, for Dreamers- Preschool students need to be in their classes by this time. Pre-K through Second Grade school STARTS at **8:30am**. The Vanguard Academy reserves the right to turn away students who habitually arrive late to school or a late fee may be assessed for being late COMING to school if it becomes a habit. This is disruptive to the class and attendance is done at 9:00am for lunch count. Departures and Late arrivals to school must be completed by the above start times and school closes at 6:00pm. A \$2 per minute, per student late fee will be assessed to your account that you will be responsible to pay.

Authorizations:

I authorize The Vanguard Academy to publish and use our address, phone number and email for a school directory. Please notify the office in writing if you would not like this to be published.

Parent Signature: _____ Date: _____

I understand it is our responsibility to sign up for the REACH ALERT System, so that The Vanguard Academy can notify us of any changes to the school, ex: school delay, closing, specific class information or school news etc. The Vanguard Academy CAN NOT sign any family up for this alert system.

I give permission for my child to go on walking field trips, parades, etc... I release The Vanguard Academy and individuals from liability in case of accident during activities related to The Vanguard Academy, as long as normal safety procedures have been taken.

I give permission for The Vanguard Academy to photographs/videotape my child and use the resulting photographs/videotape for any lawful purposes including the use of marketing or publicity. I relinquish all rights, title and interest in the photographs, negatives and videotape. If you wish for your child not to be photographed, please give written notice to the office on our first day of school

By signing this agreement you have read and understand all of the policies of The Vanguard Academy, including The Parent Handbook, as well as, have read the ACADEMIC calendar and know the days we are closed, release early and all of our special events for the year.

Name: _____ Date: _____

Parent/Guardian Signature

Name: _____ Date: _____

Parent/Guardian Signature

NOTE: IF SCHOOL CLOSSES DUE TO INCLEMENT WEATHER OR ANY OTHER UNFORSEEABLE ISSUES, THERE WILL BE NO PRO RATED TUITION FOR SCHOOL

KINDERGARTEN-FIRST GRADE-SECOND GRADE ADDITIONAL GUIDELINES

Kindergarten/1st/2nd	Tuition	x	Description of Program
Kindergarten *	\$6000		The student is Five Years of age by October 1 st
1 st -2 nd Grade	\$6000		The Student Turns Six Years of age October -December
Before/After School	\$65 Week		7-8:30am and 3-6pm
After School Only	\$55 Week		3-6pm
Before Only	\$45 Week		7-8:30am
Professional Day/Snow	\$51 Day		This tuition will also be used if breaks are less than a week
Week Long Breaks	\$135Week		Examples: Winter Break, Spring Break

NO LUNCH WILL BE PROVIDED FROM JUNE-AUGUST 2014-MILK FOR LUNCH AND SNACK WILL BE PROVIDED EACH DAY

IF YOU SIGN UP FOR A PROFESSIONAL DAY/WEEK LONG BREAK YOU WILL BE CHARGED IF YOU DECIDE NOT TO ATTEND

APPLICATION FEE: NON-REFUNDABLE- \$300 due at enrollment for every student attending the Academic Year 2015-16 for Kindergarten – Second Grade Tuition will begin August 3, 2015 and the remaining will be billed monthly through the month of May 2016. **If you attend SUMMER CAMP 2015, you will still be paying tuition for this program and the Academic Year 2015-16 starting August 3rd**

ACTIVITY FEE: Activity fee will be due each Academic Year and is **NON-REFUNDABLE** once it is paid or school begins. Junior Kindergarten – Second Grade will be \$225 due by August 17th, 2015. This fee covers: Spanish, Literacy, Music and the Accelerated Reader Programs.

KINDERGARTEN-SECOND GRADE: These classes will **ONLY** offer a full day program and will pay tuition of \$6000 Starting August, and continue until May of that Academic Year 2015-16. This tuition **DOES NOT** include: Summer camp, Fall Break, Winter Break, Spring Break, snow days or ANY Professional Development days that school is not in session. School will be from 8:30am-3pm Monday – Friday. Before and After School is available at a separate tuition, if you chose. Failure to be on time for class on a consistent basis **COULD** result in late fees or dismissal from the program.

Name: _____ Date: _____
Parent/Guardian Signature

Name: _____ Date: _____
Parent/Guardian Signature

PLEASE SIGN IF YOU ARE IN OUR KINDERGARTEN, 1ST GRADE OR 2ND GRADE