WOODSTREAM CHRISTIAN ACADEMY

School Year 2020 - 2021
Early Childhood Education (K2 – K4)
Entrance Requirements & Fee Schedule
Tuition rates and fees were approved December 2019

Entrance Requirements (New Students)

Step 1 Complete the admission application form in its entirety

Step 2 Submit application, along with $175 per child application fee. Application fee is non-refundable

Step 3 Upon review of the application (if space is available), the Academy will schedule a family interview and student assessment

Admission is based on the assessment and a family interview.

	Enrollment Date:	*Tuition Rates:*
K2	**June 2020 to August 2021**	**$19,540**
K2	**August 2020 to August 2021**	**$17,220**

Please refer to the Financial Policies and Procedures for payment options.

K3-K4	**August 2020 to June 2021**	**$11,260**

Multiple Child Discount: The ***youngest*** child will pay full tuition and 1st sibling will receive a 15% discount, 2nd and subsequent siblings will receive 25% discount. The multiple child discount will be applied to your tuition account from youngest to oldest in chronological order.

Contact the finance office for information about Military, Pastor, Clergy and/or full payment discounts.

Additional Fees:

Application Fee	$175 Due with application *(New Students)*
Enrollment Fee	$300 Due upon acceptance *(New Students)*
Re-enrollment Fee	$175 Due upon receipt of application *(Dec 20 - Feb 29 Early Bird)**
	$275 Due upon receipt of application *(Mar 1 – Apr 30)**
	$375 Due upon receipt of application *(May 1 - Jun 30)*
	$575 Due upon receipt of application *(Jul 1 - Beyond)*

*(*Legacy families, families with 5 years of continuous enrollment, contact the finance office.)*

Resource Fee*	
K2	$275
K3-K4	$300
Cot Sheet Fee	$10
Returned Check Fee	$35
Returned FACTS Fee	$35
Early Withdrawal Fee	Refer to Financial Policies and Procedures
FACTS Modification Fee	One change may be made to the FACTS agreement with no fee assessed per academic school year. A $35 fee will apply for 2nd and 3rd changes -- maximum of three (3) changes.

WCA accepts Cash, Checks, Visa, MasterCard, and American Express
All fees are non-refundable and non-transferable
Resource Fee payments are due no later than May 1, 2020

9800 Lottsford Rd | Mitchellville, MD 20721 | 301 955 1160 (phone) | 301 955 1169 (fax)

WOODSTREAM CHRISTIAN ACADEMY

FINANCIAL POLICIES AND PROCEDURES 2020-2021

ENROLLMENT

Enrollment into Woodstream Christian Academy begins with the submission of a completed online application to include an application fee of $175. Applications can be found on the Academy website.

RE-ENROLLMENT

Re-enrollment for the 2020-2021 school year will begin January 10, 2020 for all currently enrolled students. All Family Accounts must be in good standing and remain in good standing in order for a student to be re-enrolled. Please be mindful that re-enrollment fees are non-refundable and non-transferable.

TUITION

Re-enrolling families now have three options for making tuition payments:

- Payment in full by May 15, 2020
  - Families meeting this deadline, will receive a 5% discount.
  - ***This does not include credit card payments.***
- Payment in full thru the SallieMae K-12 Family Education Loan Program
  - Early Childhood Education families are ***not*** eligible for the SallieMae Family Education Loan Program. Please see our website for additional information.
- Deferred payment through the FACTS tuition management program for qualified families.

Note: *Only one change can be made to the FACTS agreement with no fee assessed per academic school year - maximum of three (3) changes. A $35 fee will apply for 2nd and 3rd changes.*

Families in good standing (without returned tuition payments or delinquent family account) will be eligible for a deferred payment plan through FACTS Tuition Management Company. Two (2) payment plans will be offered - a twelve-month plan beginning in May 2020 and ending in April 2021; and an eleven-month plan beginning in June 2020 and ending in April 2021.

Parents enrolling after the eleven-month deadline will be enrolled automatically on a pro-rated basis tuition plan. All payment plans will end April 2021.

RETURNED TUITION - FACTS

If tuition payments are returned for any reason, there will be a $35.00 late fee assessed by Woodstream Christian Academy (WCA) and a $30 NSF FACTS fee. The $30 NSF Fee will be debited and the $35.00 late fee will be added to the FACTS agreement. The missed payment will be reattempted by FACTS within 14 business days. If the reattempted payment is also returned, the Family Account will be assessed an additional $35.00 fee. The returned tuition payment will be due directly to WCA. If the amount due is not received within five (5) business days, all students of the respective family will not be permitted to attend classes until the full payment is received.

NOTE: *After ten (10) business days from the time payment returned, the students of the respective family may be removed from the Academy roster.*

WOODSTREAM CHRISTIAN ACADEMY

FINANCIAL POLICIES AND PROCEDURES 2020-2021

FEES

Woodstream Christian Academy charges several fees along with tuition:

- Application (new students)
- Enrollment (new students)
- Re-enrollment (returning students)
- Resource

Fees ***will not*** be included with your Sallie Mae K-12 Family Education Loan or FACTS agreement. All fees are paid directly to the Academy and are non-refundable and non-transferable.

Books and supplies will not be distributed until payment for all fees has been received.
WCA accepts Cash, Checks/Money Orders, Visa, MasterCard, and American Express.
Payments can be made on-line, in person or by phone.

ECHO-EXTENDED DAY PROGRAM - UPDATED

The Echo-Extended Day Program encompasses before school and after school care. The cost for the Echo-Extended Day Program is $7.00 per hour. Before Care takes place from 6:45 am until 7:45 am. Any student arriving prior to 7:45 am must report to Before Care. After Care begins at 3:00 pm and ends at 6:00 pm. ****Please review carefully as fees have changed.***

NOTE: *Students who attend Extended Day Specialty classes (i.e.instrumental music, dance etc.) will be assessed $7.00 per hour* ***plus*** *the cost of the Specialty class (es).*

ECHO	FLAT RATE	DROP IN RATE ($7)	SAVING
Before Care Only	**$1,000**	**$1,260**	**$260**
After Care Only (6 pm/3hrs)	**$3,200**	**$3,780**	**$580**
After Care Only (4 pm/1hr)	**$1,000**	**$2,800**	**$700**
Before and After Care	**$3,500**	**$5,000**	**$1,500**
Before and After Care ECE	**$2,150**	**$2520**	**$370**

The late pick-up fee is $4.00 per minute after 6:00 p.m. The late pick-up fee will also be assessed on days when the Echo-Extended Day program is closed. Students may not be permitted to participate in the Echo-Extended Day Program if family Echo-Extended Day accounts are delinquent.

INCLEMENT WEATHER

When the school day ends early due to inclement weather, students must be picked up within 30 minutes after the early dismissal time. Parents who arrive later than the 30- minute grace period will be assessed a late pick-up fee of $4.00 per minute.

WOODSTREAM CHRISTIAN ACADEMY

FINANCIAL POLICIES AND PROCEDURES 2020-2021

FAMILY AND LUNCH ACCOUNTS

Family Account Statements will be sent on a monthly basis. Statements will include the account balance and the date payment is due. For all payments not received within five (5) business days of the stated due date, a $35 late fee will be assessed. Students may not be permitted to order lunch if lunch accounts contain insufficient funds, or negative balances.

Lunch Type	Grammar	Upper School
Hot Lunch	$5.00	$6.00
Bag Lunch	$5.00	$5.00
		$6.00 (2 Sandwiches)
Extra Drink	$0.50	$0.50

SUMMER WITHDRAWALS

Withdrawals during the months of June, July, and August will result in an early withdrawal fee of $1,000.00, and the forfeiture of application and enrollment fees.

WITHDRAWALS OR EXPLUSION

Families who withdraw or whose student is expelled between the first day of school and November 30 will be assessed an amount equal to fifty percent (50%) of the annual tuition, less any tuition paid to date. Families who withdraw or whose student is expelled after December 1 will be assessed an amount equal to the applicable annual tuition for each student.

TRANSCRIPTS/REPORT CARDS/STUDENT RECORDS REQUEST

Transcripts, report cards, assessments, and teacher recommendation forms are confidential and will be mailed or faxed directly to the institution, not given to the parent/guardian. The teacher/staff needs ample time to complete and send the forms by the deadline. Student records will be sent within 7 – 10 business days upon request. The first request for records is free. Each additional request is $10.00.

The Academy will not release report cards, transcripts, records, or teacher recommendations until all financial obligations to the Academy have been met. Please note, transcripts will be sent 30 days after the account has been brought current and remains current.

RETURNED CHECKS

If a check, paid to the Academy, is returned for any reason, a $35.00 fee will be assessed to the Family Account. If more than two (2) checks are returned for any reason, the Academy will no longer accept checks from the respective family for the life of the account. Only cash, money orders, cashier's checks or credit cards will be accepted.

WOODSTREAM CHRISTIAN ACADEMY

FINANCIAL POLICIES AND PROCEDURES 2020-2021

PAYMENT METHODS

I intend to use the following payment method. Please check one.

- ☐ **FACTS – 11 Month (June 2020 – April 2021)**
- ☐ **FACTS – 12 Month (May 2020 – April 2021)**

Note: Only one change can be made to the FACTS agreement with no fee assessed per academic school year - maximum of three (3) changes. A $35 fee will apply for 2nd and 3rd changes.

- ☐ **Sallie Mae**
- ☐ **Payment in Full** is due by May 15, 2020.
  - A 5% discount will apply. No credit cards accepted.

I, _____, have read and understand the attached Financial Policies And Procedures for 2020-2021. I agree to abide by the policies and procedures set forth by Woodstream Christian Academy.

_____ _____

Parent (Signature) Date

_____

Child's Name (Please Print)

_____

Child's Name (Please Print)

_____

Child's Name (Please Print)

_____

Child's Name (Please Print)