

FINANCIAL POLICIES AND PROCEDURES 2024-2025

RE-ENROLLMENT

Re-enrollment for the 2024-2025 school year begins *January 1, 2024*, for currently enrolled students. All family accounts must be in good standing and remain in good standing for students to be re-enrolled. Re-enrollment is not complete until the re-enrollment fee is paid. Please be mindful that re-enrollment fees are neither refundable nor transferable.

ENROLLMENT

Enrollment in Woodstream Christian Academy (WCA) entails completing and submitting the application, remitting the \$200 application fee, receipt of student recommendation(s), and completing a family interview. If the student is accepted for enrollment, an enrollment fee of \$300 and a resource fee will be due. The resource fee varies by grade, (see fee schedule). Space is not guaranteed until all fees are paid.

TUITION (see fee schedule)

Families have two options for making tuition payments:

- Payment in full.
 - Families paying in full by May 15, 2024, will receive a 5% discount.
- Deferred payment through the FACTS Tuition Management Program for qualified families.
 - *Families in good standing (without returned tuition payments or delinquent family accounts) will be eligible for a deferred payment plan through FACTS Tuition Management Company.*
 - *Tuition plans will be for a maximum of 10 months, beginning July 1, 2024.*
 - *All tuition must be paid in full by April 30, 2025.*

Families enrolling after July 31, 2024, have the option of paying in full (without the discount) or will be automatically enrolled in a tuition plan with payments ending April 30, 2025.

FEES (Fees are neither refundable nor transferable.)

Enrollment Fee: \$300 (New students) due upon acceptance

Re-enrollment Fee: Varies by date of re-enrollment (current students) due at time of re-enrollment (see fee schedule).

Resource Fee: Varies by grade level and is due by May 1, 2024, or at the time of enrollment or acceptance, (see fee schedule).

The Academy will not distribute supplies and books until payment for fees has been received.

FINANCIAL AID

Families with students in the Grammar School, the School of Logic, and the School of Rhetoric may apply for financial aid on the FACTS Tuition Management website, [Tuition Management - FACTS Management \(factsmgt.com\)](https://www.factsmanagement.com). Financial aid will be awarded on a first-come, first-served basis to families that complete all required documentation. Financial aid is not guaranteed.

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Woodstream Christian Academy is a published (rated) childcare provider in the Maryland EXCELS Program. As such we can accept students in the Childcare Scholarship Program of the Maryland Department of Education Division of Early Childhood Education.

The Childcare Scholarship Program helps eligible families in Maryland pay for high-quality childcare and early education programs. The program is managed through a centralized vendor – Childcare Scholarship Central 2.

If eligible, scholarships are available for:

- *a child who is younger than 13, or*
- *an individual 13-19 years old who has a qualifying disability.*

For more information visit <https://earlychildhood.marylandpublicschools.org>

FACTS TUITION MANAGEMENT AGREEMENTS

All families must enroll in a FACTS Tuition Management Agreement (FACTS). FACTS assesses a \$55 enrollment fee to initiate the tuition agreement. FACTS will assess a \$30 fee for any returned payment. The \$30 fee will be automatically debited from the family account.

If a tuition payment is returned, the tuition payment will then be immediately due directly to WCA. Payments can be made online manually through the family's payment plan agreement. If the amount due is not received within five (5) business days, no student of the respective family will be permitted to attend classes until the full payment is received. After fifteen (15) business days from the time payment is returned, the students of the respective family may be removed from the Academy roster. FACTS Tuition Management assesses a 2.95% charge for payments made using a debit or credit card.

Charges for ECHO, lunch, athletics, late fees, return check fees, etc. will be invoiced through the FACTS Tuition Management Agreement as incidental charges. Invoices will be sent at the end of each month for ECHO and cafeteria charges. Invoices for athletic fees, field trips, etc. will be sent as the charges arise. *Incidental invoice payments will be automatically drawn 10 days after the invoice has been sent.*

Families may make one change to the FACTS agreement per academic school year with no fee assessed. The maximum number of changes is three (3) during the academic year. The 2nd and 3rd changes will be assessed a \$35 fee each.

Families may use a different account for their tuition and incidental accounts. Families have the option to pre-pay for lunch and aftercare through their FACTS Tuition payment plan account.

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RETURNED PAYMENTS

If a payment made to the Academy is returned for any reason, a \$35.00 late fee will be assessed to the FACTS Agreement. If the payment is made by check, a \$35.00 return check fee will also be added to the FACTS Agreement. 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.

ECHO-EXTENDED DAY PROGRAM

The ECHO-Extended Day Program encompasses before-school care and after-school care. The cost for the ECHO-Extended Day Program is **\$8.00** per hour. Before-school care takes place from 7:00 a.m. until 7:45 a.m. Any student in grades kindergarten through eighth arriving before 7:45 a.m. must report to before-care. After-school care begins at **3:30** p.m. and ends at 5:30 p.m. for the ECE department. After-school care begins at 3:00 p.m. and ends at 6:00 p.m. for the Grammar School and the School of Logic (kindergarten through eighth grade).

NOTE: Students who attend Extended Day Specialty classes, e.g., Soccer Shots or Kung-Fu, will be assessed the **\$8.00** per hour ECHO fee plus the cost of the Specialty class(es). The late pick-up fee is **\$5.00 per minute** after 5:30 p.m. for ECE students. The late pick-up fee is **\$5.00 per minute** after 6:00 p.m., for Grammar and Logic students. The late pick-up fee will also be assessed on days WCA closes early and there is no Echo-Extended Day Program. Students may not be permitted to participate in the Echo-Extended Day Program if family ECHO-Extended Day accounts are delinquent. ***Any Grammar and Logic students on campus after their class's carline time will be assessed ECHO charges.***

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 \$5.00 per minute.

WITHDRAWALS OR EXPULSIONS

Families who withdraw their student(s) from September through November will be assessed an amount equal to fifty percent (50%) of the annual tuition, less any tuition paid to date. Families who withdraw on December 1 or later will be assessed an amount equal to the applicable annual tuition for each student.

Families of student(s) expelled from WCA September through November will be assessed an amount equal to fifty percent (50%) of the annual tuition, less any tuition paid to date. Families of student(s) expelled on December 1 or later will be assessed an amount equal to the applicable annual tuition for each student.

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SUMMER WITHDRAWALS

Withdrawals during June, July, and August will be assessed a withdrawal fee of \$1,000.00 per student, and the forfeiture of application and enrollment fees.

TRANSCRIPTS/REPORT CARDS/STUDENT RECORDS REQUESTS

Transcripts, report cards, assessments, and teacher recommendation forms are confidential and will be mailed or emailed directly to the institution requested, 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 if all financial accounts are current. 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 that ***if the financial accounts are not current***, transcripts will be sent **30 days** after the account has been brought current. If the account(s) becomes delinquent during the 30 days, that delinquency must be satisfied, and the 30-day period begins again.

All requests must be submitted to registrar@woodstreamacademy.com.

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PAYMENT METHODS

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

FACTS – 10 Month (July 2024 – April 2025)

Note: Families can make one change to the terms of their FACTS agreement with no fee assessed per academic school year. There is a maximum of three (3) changes allowed. A \$35 fee will apply for 2nd and 3rd changes.

Payment in Full

- A 5% discount will apply if paid by May 15, 2024.

I, _____, have read and understand the attached Financial Policies and Procedures for the 2024-2025 School Year. 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)