



Family Christian Academy Preschool

“Building Foundations for Faith and Learning”

Accounting Policy

All payments must be submitted to the Preschool/Elementary Office payment boxes or the office personnel. It is preschool policy that staff (teachers and assistant teachers) do not accept any payments from parents.

Tuition payments that require a receipt must be made in the Preschool/ Elementary Offices; the office personnel in both offices can assist you.

The payment boxes in the Preschool and Elementary offices are for tuition only. Tumble Time payments must be placed in their respective payment boxes located in either the Parent Payment Center outside the Preschool office or the Elementary office.

Weekly payments should be made Friday afternoons for the upcoming week.

Payments made after your signed agreement on the Student Enrollment Form will be assessed a late fee of \$5.00 per day and your child will not be allowed to return to class if payment in full is not received on time.

Payments are due when your child is absent or the preschool is closed (weather closures, illness absences, vacation absences, etc.).

\$2.00 per minute late pickup fee (per child) for the first 14 minutes after preschool closing
\$5.00 per minute late pickup fee (per child) for students picked up 15 minutes or more after preschool closing

All accounting matters are referred to Mrs. Gabby Ruckman our Collection Officer. (225-768-3210)

Accounts that continue to fall past due are subject to dismissal from the preschool.