

| <b><u>Table of Contents:</u></b>  | <b><u>Page</u></b> |
|---|--------------------|
| <b>Tuition Rates</b>  | <b>2</b>           |
| Important Tuition Policies  | 2                  |
| <b>Tuition Payments and FACTS</b>   | <b>3</b>           |
| Payment Plan Options  | 3                  |
| Returned or Bounced Payments  | 3                  |
| Requesting Changes to the FACTS Payment Plan                                    | 4                  |
| <b>Joining the Academy after the Start of the School Year</b>                   | <b>4</b>           |
| <b>Withdrawals from the Academy</b>   | <b>4</b>           |
| <b>Consequences for <u>ANY</u> Delinquent Payments</b>                          | <b>5</b>           |
| <b>Tuition Assistance</b>   | <b>5</b>           |
| Important Financial Aid Reminders   | 5                  |
| Tuition Assistance for Early Education Programs                                 | 5                  |
| How to Apply for Financial Aid  | 6                  |
| Financial Aid Deadlines   | 6                  |
| Who Qualifies for Financial Aid   | 7                  |
| <b>Early Education and Care (EEC) Vouchers</b>                                  | <b>7</b>           |
| Full and Half Voucher Policies  | 8                  |
| EEC voucher collection of payments, late payments, additional fees              | 9                  |
| Department of EEC Attendance Notification Agreement                             | 10                 |
| <b>Extended Day Program: Before, After School, Fine Arts, Vacation programs</b> | <b>10</b>          |
| <b>Lunch Program: Free and Reduced Meals, Orders and Payments</b>               | <b>11</b>          |

**Contact Information:**

Regional Business Office  
2200 Dorchester Avenue, 2<sup>nd</sup> floor  
Dorchester, MA 02124  
Website: [www.sjp2ca.org](http://www.sjp2ca.org)

Tuition/FACTS Questions:  
Tel: 617.265.0019 ext. 7004, 7005, 7202  
Fax: 617.298.2926  
Email: [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org),  
[jwalker@sjp2ca.org](mailto:jwalker@sjp2ca.org) or [ralcindor@sjp2ca.org](mailto:ralcindor@sjp2ca.org)

Financial Aid/Need Based Scholarships:  
Tel: 617.265.0019 ext. 7004, 7005, 7202  
Fax: 617.298.2926  
Email: [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org),  
[jwalker@sjp2ca.org](mailto:jwalker@sjp2ca.org) or [ralcindor@sjp2ca.org](mailto:ralcindor@sjp2ca.org)

Vouchers (2.9, Pre-K, K1 and K2, Ext. Day)  
Tel: 617.265.0019 ext. 7004, 7005, 7202  
Fax: 617.298.2926  
Email: [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org),  
[jwalker@sjp2ca.org](mailto:jwalker@sjp2ca.org) or [ralcindor@sjp2ca.org](mailto:ralcindor@sjp2ca.org)

**Welcome to Saint John Paul II Catholic Academy.** Our tuition goals strive to make a Catholic education affordable to our families and students, offering a trusting community relationship between the school and our families. All students at Saint John Paul II Catholic Academy receive an upfront financial discount since our tuition and fee billings do not cover the full cost of educating each student. Your active participation in the life of the Academy, fundraising efforts and support for our many school events, along with our benefactors, help to provide for the differential. **Our payment policies, along with our annual fundraising efforts, benefit all of the students by increasing our ability to provide a quality education experience in a Christian environment.** Below, please see the tuition rates for the upcoming school year. The Academy's effective operation is dependent upon families making all of their required tuition payments per stated tuition policies.

| Tuition Rates for 2019-2020 School Year |          |   |         |
|---|----------|---|---------|
| K2 through Grade 8*                     |          | Early Education Program   |         |
| One student                             | \$5,300  | Preschool (age 2.9 by August 31 <sup>st</sup> )   | \$8,600 |
| Two students                            | \$9,900  | Pre-K (age 3 by August 31 <sup>st</sup> )   | \$6,700 |
| Three students                          | \$14,500 | K-1 (age 4 by August 31 <sup>st</sup> )   | \$6,700 |
| Four students                           | \$19,100 | <b>Due to the high cost of the Early Education Program, no family discounts are available. Full EEC child care vouchers are accepted.</b> |         |
| Five students                           | \$23,700 |   |         |

\*To receive the multi-student discount, the students must live at the same address and be immediate relatives

**IMPORTANT POLICIES:**

- 1) Your child's enrollment is dependent upon the family making payments for tuition, extended day, lunch and other fees in a timely manner.
  - a. Tuition payments begin **July 1<sup>st</sup>**.
  - b. In order to be admitted to school in September, families must make two tuition payments for July and August (equivalent to 20% of the annual tuition) to be current on the payment plan timetable.
  - c. Financial aid cannot be applied to families that are not making payments through the FACTS payment plan, per stated tuition policies.
  - d. Financial aid will be applied to family accounts in June, provided you meet the **application deadline of April 17<sup>th</sup>**. The applicant for financial aid must claim the child (ren) on the federal tax return for the prior year in order for financial aid to be allocated. Any remaining aid after the June allocation period will be provided on a rolling basis.
  - e. Non-payment of any Academy accounts (tuition, extended day, lunch and other fees) may result in the loss of your child's seat in the Academy or in suspension of your child (ren).
- 2) All tuition contractual obligations for the prior year must be paid in full by May 5<sup>th</sup> to ensure a student's registration for the coming school year. All tuition contractual obligations and fees for eighth graders must be paid in full prior to graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until the student's financial account is current. If special arrangements are necessary, please contact the Campus Principal.
- 3) If a tuition payment problem occurs, it is imperative that the parent or guardian contact the Campus Principal or the Business Office to make arrangements for payment. All payment arrangement requests must be received in writing or by email at [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org).
- 4) The registration fee of \$150 for each returning student and \$350 for each new student is non-refundable; \$200 of the fee for new students will be applied to the student's tuition account, payable through the FACTS tuition payment plan.

**TUITION BILLING AND PAYMENT OPTIONS:**

Saint John Paul II Catholic Academy partners with FACTS, a tuition management company, as our provider to help manage all tuition and fee billings during the school year. FACTS serves over 4,000 schools nationwide and is the industry leader in tuition management for private schools.

- ALL families are expected to be enrolled in the FACTS tuition management system per policy.
- All existing families in the Academy that have an active FACTS tuition payment plan in the previous school year **do not need** to submit a new payment plan application for the coming year. Once your registration fee and enrollment contract are submitted, you will be automatically re-enrolled.

**Please Note:** If you have changes to your current plan, such as payment date, plan type or bank information, you must submit a written change via email to the SJPIICA Business Office by June 1; otherwise the existing information on file will be used.

**PAYMENT PLAN OPTIONS:** Working with FACTS, our families have several payment plan options available for the billing and collection of all tuition and full EEC voucher parent fees. All tuition payments are to be made through FACTS. Payments must be made through bank-to-bank transfer of funds from an authorized checking or savings account or by credit card. FACTS will accept Visa, MasterCard and Discover credit cards.

To log into FACTS, please visit the following website <https://online.factsmgt.com/Signin.aspx> or click on [www.sjp2ca.org](http://www.sjp2ca.org).



**Payment Options:**

- Single Payment Option:
  - One (1) single payment through FACTS made on July 5<sup>th</sup> or July 20<sup>th</sup>.
  - If you select this option, a \$100 discount will be applied before your payment is processed.
- Installment Plans (3 options):
  - Installment Plan #1: Ten (10) monthly payments FACTS, payable on the 5 or the 20<sup>th</sup> of each month starting in July and ending in April.
  - Installment Plan #2: Weekly payments on Monday, starting in July and ending in April.
  - Installment Plan #3: Bi-weekly payments on Monday, starting in July and ending in April.

**RETURNED PAYMENTS using FACTS:**

- For those on the Ten (10) Month Installment Plan:
  - If FACTS returns your payment due to insufficient funds, FACTS will initiate payment attempts up to two (2) more times, per the next available payment dates.
    - Your account will be charged by FACTS for a non-sufficient fund (NSF) payment fee of \$30 per returned payment item.
    - FACTS will notify you in advance of the date for re-attempting the returned payment along with the fee.
      - For example, a returned July 5<sup>th</sup> payment will re-attempt on July 20<sup>th</sup> and incur a \$30 returned payment fee. If the payment is returned again for NSF, FACTS will re-attempt a second time on August 5<sup>th</sup>, resulting in two (2) returned payments fees of \$30.
- For those on Weekly or Bi-weekly FACTS payment plans:
  - If your payment through FACTS is returned, FACTS will not re-attempt a second payment.
  - Your account will be charged the \$30 NSF fee by FACTS, and your payment will be due immediately by paying online through FACTS.
- **Please Note:** If your payment to FACTS or SJPIICA is returned two (2) times, you must bring a bank check or money order to the SJPIICA Business Office. **Personal or company checks will not be accepted.**
- If a check made out to Saint John Paul II Catholic Academy is returned due to insufficient funds, you will be charged a **returned check fee of \$30 and required to replace the check and pay** the NSF fee by money order or bank check.

**REQUESTING CHANGES TO THE FACTS PAYMENT PLAN:**

- Please contact the SJPIICA Business Office if you require changes to the payment dates established in the FACTS system, banking or credit card information. Please allow at least **ten (10) business days** for the changes to be made before any due dates or times.
- **Please Note: Changes to your FACTS account cannot be made by phone. You must request a change by email to [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org), [jwalker@sjp2ca.org](mailto:jwalker@sjp2ca.org) or [ralcindor@sjp2ca.org](mailto:ralcindor@sjp2ca.org).**

**ENROLLING AFTER THE START OF THE SCHOOL YEAR:**

The Academy considers the cost of education as a full year school expense. Tuition for students enrolled during the school year is as follows:

|   |                       |
|---|-----------------------|
| Enrolled before October 31st  | Full tuition is due   |
| Enrolled in the period from November 1 <sup>st</sup> to December 31 <sup>st</sup> | 75% of tuition is due |
| Enrolled in the period from January 1 <sup>st</sup> to March 31 <sup>st</sup>     | 50% of tuition is due |
| Enrolled in the period from April 1 <sup>st</sup> to end of school year           | 25% of tuition is due |

**WITHDRAWALS DURING THE SCHOOL YEAR:**

The Academy considers the cost of education as a full year school expense. Parents or guardians who are financially responsible for the withdrawn student are obligated to pay the tuition due through the month of the student withdrawal. For example:

| <b>Month of Withdrawal</b> | <b>Payments due through month-end</b> |
|----------------------------|---------------------------------------|
| September                  | July through September                |
| December                   | July through December                 |
| March                      | July through March                    |

**Parent/Guardian Responsibilities:**

- You are responsible for contacting the SJPIICA Business Office before cancelling your FACTS payment plan.
  - Please note that SJPIICA will keep your FACTS agreement open if there are outstanding balances due to the Academy for tuition, extended day, lunch, fundraising or other program fees. The Parent/Guardian is responsible to pay all outstanding fees at the time of withdrawal.
- Families who choose to withdraw a student from the Academy must complete a withdrawal form, available from your Campus Principal, the Regional Office, or the SJPIICA website.
- All Academy accounts must be current before student withdrawals can be processed, which means school records cannot be sent until all accounts are settled.
- **Please Note:** Registration Fees and \$200 tuition deposit for new students are non-refundable. Also, financial aid and scholarships are not considered to be tuition payments and are non-refundable in the event of withdrawal.
- There is no tuition refund for a student expelled for disciplinary reasons.
- SJPIICA reserves the right to utilize a collection company/agency for any past due tuition, extended day, lunch or other program fees not paid.

**CONSEQUENCES FOR ANY DELINQUENT PAYMENTS:**

Our policies are not meant to be punitive; in fairness to all families and our mission to educate, parent/guardians are expected to be in compliance with stated tuition policies and current with all related fee accounts during the academic year. Saint John Paul II Catholic Academy strives to work with families in need. In turn, families are asked to communicate with the Academy, commit to the accepted payment plan, and fulfill the terms of the approved plan as outlined.

Unless prior arrangements are made with the Campus Principal, the following consequences will be imposed should your financial accounts become 30 or more days in arrears:

**Any payment 30 days or greater in arrears**

- Student will be removed or restricted from all extracurricular activities including but not limited to the extended day program, class trips, sports and after school clubs until financial obligations are made current.

**Any payment 60 days or greater in arrears**

- Attendance will be interrupted and the parent will be required to keep the student at home until all financial obligations are made current.

**Payment delinquencies as of May 20<sup>st</sup> and through June 30<sup>th</sup> (regardless of the number of days delinquent)**

- Students cannot take final exams and report cards will show an incomplete in each subject. In addition, eighth grade students will not be allowed to participate in graduation ceremonies or receive their diploma.
- Students will be removed from the registration list, if registered for the next year, and may be replaced by a family on the waiting list.

**TUITION ASSISTANCE:**

Saint John Paul II Catholic Academy's financial aid fund is generously provided by the Catholic Schools Foundation. Financial assistance from the Catholic Schools Foundation requires the Academy to work within established guidelines. Financial Aid awards help lower the amount of tuition to be paid by a family. To receive financial aid, families must complete an annual financial aid application and agree to remain on an established tuition payment plan throughout the academic year.

**IMPORTANT REMINDERS FOR SCHOOL YEAR 2019-2020:**

- In January and February, the Business Office will host Financial Aid Open Houses at the Regional Office and/or the school campuses. Please check the monthly newsletter, website or school campus for dates, times and locations. Families are encouraged to make appointments for the Open House to allow the time required to complete the family application process.
- Business Office Tuition Coordinators are available to assist you with financial aid and/or tuition issues. Consultations regarding financial aid are **by appointment only**. To schedule an appointment, please contact the Business Office by phone at 617-265-0019 ext. 7004, 7005 or 7202 or by email at [tuition@sjp2ca.org](mailto:tuition@sjp2ca.org), [jwalker@sjp2ca.org](mailto:jwalker@sjp2ca.org) or [ralcindor@sjp2ca.org](mailto:ralcindor@sjp2ca.org).
- Please note that the Academy requires all applications to be verified. The confirmation process requires certain documents to be reviewed and verified to ensure the accuracy of the information provided.
- To receive financial aid, the parent/guardian commitment requires adherence to all SJPIICA stated tuition payment plans and policies. Financial aid will not be awarded unless all Academy accounts are in good standing and enrolled in a FACTS payment plan and FACTS Grant and Aid system.
- Financial aid may be forfeited if any of the following occur:
  - withdrawal from the Academy
  - not active in a FACTS payment plan, per policy
  - Academy accounts are not current (including but not limited to tuition, extended day, and lunch program)

**HOW TO APPLY FOR FINANCIAL AID:**

To determine financial aid requirements, all families requesting financial consideration for assistance must complete the FACTS Grant and Aid application. SJPIICA works with FACTS Grant and Aid to determine assistance per available resources. Families work with the SJPIICA Business Office, Campus Principal and Regional Director accordingly, to determine available assistance and per eligibility criteria. Business Office Tuition Coordinators can be reached at 617.265.0019 ext. 7004, 7005 or 7202 for questions or assistance.

**IMPORTANT NOTE: Children for whom financial aid is being sought must be listed as dependents on the federal tax return of the applicant.**

E.g. On a parent/guardian's application for aid, financial assistance was requested for a student in grade 5 and a student in grade 1. Both of the students must be listed as dependents on the parent/guardian's prior year's federal income tax return.

**STEPS:**

1. You must submit the **FACTS Grant & Aid application online** via our website at [www.sjp2ca.org](http://www.sjp2ca.org). FACTS Grant and Aid does not make paper applications available to the Academy.
2. Please submit your prior calendar year federal tax return (1040 tax form and all schedules used in tax preparation must be included) and prior calendar year W2's. You may upload directly into the application or send via fax (866) 315-9264 to FACTS Grant and Aid if you are applying online (e.g. 2019 - 2020 School year, tax return for 2018 calendar year). If you do not file taxes, SJPIICA requires proof of income via Social Security, Dept. of Transitional Assistance, etc.
3. If there are extenuating circumstances that you are not able to include on your FACTS Grant and Aid application, you are encouraged to write a letter of explanation to the Business Office. You may mail or bring the letter to the Business Office at 2200 Dorchester Avenue, Dorchester MA 02124.

**FINANCIAL AID DEADLINES AND AWARD NOTIFICATIONS:****June Allocation:**

- All current and new families that are already accepted to the Academy should apply and complete the Grant and Aid application before **April 17<sup>th</sup>**.
- Award notifications will be posted to your FACTS payment plan, with an email sent by FACTS informing the responsible party of any changes to the payment plan.
- The financial aid award will be applied to your FACTS tuition account by July. Payments in full on July 5<sup>th</sup> or July 20<sup>th</sup> will have the financial aid award reflected on the FACTS account.
- Generally, SJPIICA allocates up to 80% of the available financial aid by June so it is important for families to adhere to the application and filing deadlines, with all requested information completed by **April 17<sup>th</sup>** (i.e. online Grant & Aid application, tax return, W2's and proof of non-taxable income are required).

**July through September Allocation:**

- Apply and complete your Grant & Aid application before the end of the month (online Grant & Aid application, tax return and W2's and proof of non-taxable income are required).
- Any available financial aid awards will be applied to your FACTS tuition account on a rolling basis, with notifications posted in July, August, and September. Funds will be allocated before October 1<sup>st</sup>. Award notifications will be posted to your FACTS payment plan and an email will be sent by FACTS informing the responsible party of any change to the payment plan.

**WHO QUALIFIES FOR FINANCIAL AID?**

1. Families that are enrolled in the FACTS payment plan, on plan with current year tuition payments and commit to being in compliance with stated tuition policies throughout the academic year.
2. Families of students in K2 (age 5) to Grade 8 are eligible for financial aid. There is no financial aid available for the preschool (age 2.9), Pre-K (age 3) and K1 (age 4) students due to Catholic Schools Foundation allocation parameters.
3. All families are encouraged to apply. Financial aid is allotted based on calculated financial need and not income amount. The calculated need is determined as follows:  
$$\text{INCOME} - \text{CORE EXPENSES} - \text{DISCRETIONARY EXPENSES} = \text{CALCULATED FINANCIAL NEED}$$

**EARLY EDUCATION AND CARE (EEC) VOUCHERS:**

**General Information:**

SJPIICA accepts Massachusetts Early Education and Care vouchers for both school tuition (2.9, Pre-K, K1 and K2) and Extended Day programs. For information purposes, the following are some guidelines for voucher application, parent fee parameters, addresses, phone numbers, etc.

The purpose of the voucher system is to assist lower income families with children, where the parent(s) are working, in a school or training facility or the wage earner is recently unemployed. There are two general types of vouchers – Full and Half. Full vouchers assist in paying for care for up to 10 hours normally for children up to age 6 or K2 grade. Half vouchers are used for Extended Day programs, February and June Vacation and Summer Program for students older than age 5 and assist working families in meeting their child care needs.

In order to receive a Massachusetts EEC voucher, the family must first call 211 and ask to be placed on the waiting list. If the family has a referral from Department of Transitional Assistance (DTA), they do not need to go on the waiting list. An appointment should be made with the local child care services office – for example Child Care Choices of Boston, Suffolk and Middlesex Counties, or Community Care for Kids – Norfolk County. Please let the interviewer at the services office know which campus of SJPIICA you want the child to receive child care services. The child care services office will check – via fax or telephone with the Business Office to determine start dates, etc. As a reminder, the family may be responsible to pay a certain parent fee to SJPIICA in order to receive the voucher. If this is the case and the family does not pay the amount on a weekly basis, the voucher will be lost. When in doubt, check with the Business Office or the service office.

While the process seems complex, it is really quite easy and all of the parent counselors are extremely helpful. If the family has any questions about using the voucher for Tuition (for 2.9, Pre-K, K1 and K2) and/or Extended Day please call us at 617.265.0019 ext. 7005.



Please contact the offices below if you have questions or need to apply for an EEC voucher.

**Child Care Choices of Boston**

105 Chauncy Street, 2nd Floor  
Boston, MA 02111

Tel: 617-542-KIDS (5437), Fax: 617-292-4629

<http://www.childcarechoicesofboston.org/parents.html>

**Cities/Towns Served:** Boston, Chelsea, Winthrop, Revere and Brookline

**PACE Child Care Works**

105 William Street – 4th Floor  
New Bedford MA 02740

Tel: 508-999-9930, Fax: 508-984-3559

<http://paceccw.org/for-families/>

**Cities/Towns Served:** Brockton, see full list at <http://paceccw.org/about/locations/>

**Community Care for Kids**

1509 Hancock Street  
Quincy, MA 02169

Tel: (617) 657-5305; (800) 637-2011, Fax: (617) 773-5860

<http://communitycareforkids.net/>

**Cities/Towns Served:** Braintree, Cohasset, Dedham, Hull, Milton, Needham, Quincy, Randolph, Wellesley, Weston, and Weymouth.

**Child Care Circuit**

190 Hampshire Street  
Lawrence, MA 01840

Tel: 800-660-2868, Fax: 978-975-3120

<http://www.childcarecircuit.org/parents/parents1.html>

**Cities/Towns Served:** Malden, Medford, Everett, see full list at

<http://www.childcarecircuit.org/professionals/links.html>

**Full and Half Voucher Policies:**

- Full time vouchers cover 10 hours of care from 6:30 am to 6 pm including the Extended Day program. Half time vouchers cover Before school, Afterschool or both.
- If your child is absent you must notify your Campus main office.
- You are responsible for contacting the parent counselor at the agency that issues the voucher to schedule an appointment at least 2 weeks prior to the expiration date to renew it. A copy of the renewed voucher must be sent to the Business Office and you must check in to make sure that it was received by our staff.
- In the case the full or half voucher is not renewed, you will be charged the regular tuition cost and/or Extended Day hourly fees for the Academy. If the full voucher expires mid-month, the tuition cost will be prorated, and the daily rate will be calculated as follows: *the monthly tuition based on the number of days the Academy offers child care during the month multiplied by how many days the voucher is not active: \$586 per month/16 days in September = \$36.63 daily tuition rate, the voucher was expired since September 15 or 11 days, the tuition cost for the period will be \$36.63 x 11 = \$402.93.* Also, once the voucher expires, the tuition cost will only cover the following times 7:30 am to 2:30 pm, or the school day. The Extended Day program will be an hourly additional fee.
- An active full voucher will also cover child care during February Vacation and June once school ends, as well as the summer program for students age 3 and up. The programs run at the Lower Mills Campus at 2222 Dorchester Avenue, Dorchester MA 02124. The Columbia and Neponset Campuses also offer summer camps for children in 2.9, PreK and K1. You must complete a separate application for the programs; they will be available during the months of January and May. The program details will be announced at that time. Half voucher families should contact the parent counselor and request a full voucher for the vacation weeks.
- If your child transfers to another campus, you must notify your parent counselor and have them issue a new voucher for that particular site and bring in a copy to the Business Office. Please schedule your appointment with the agency at least 2 weeks prior to the start of the program or effective date of the change. The addresses are below:
  - **Columbia Campus**, 790 Columbia Rd, Dorchester, MA 02125
  - **Lower Mills Campus**, 2222 Dorchester Avenue, Dorchester, MA 02124
  - **Neponset Campus**, 239 Neponset Ave, Dorchester, MA 02122
  - **February Vacation, June Vacation and Summer Program**, 2222 Dorchester Ave, Dorchester, MA 02124
- You must submit an application for the Extended Day program and keep it updated at all times.



- A referral from the DTA (local welfare office) for a voucher is not a voucher.
- If your child is absent for 6 or more days and you have not sent in written notification to the campus main office, a request of termination of the voucher will be sent to your agency.
- A valid voucher must be signed by both the parent counselor of the agency and the parent. If both signatures are not present, it will not be accepted by the Academy and tuition rates will apply.
- You are still responsible for parent fees if your child is absent through the contractual agreement with the agency that has issued the voucher. You will be billed your parent fee, unless you are taking vacation and have given the Academy 2 weeks' notice.
- Half vouchers or vouchers that are for part time care for Before School (6:30 am to 7:30 am) and/or After School (2:30 pm to 6 pm) are also accepted at the Academy. Students with half vouchers are eligible to participate in all Extended Day activities at no additional cost except for the voucher parent fee and the cost of a music instrument.

### **Collection of Payments:**

- Schedule of payment: Payments for full vouchers must be made by automatic withdrawal through the FACTS payment plan on a weekly basis. **No cash or checks will be accepted at the campus or the Business Office.**
- Half voucher payments: Must be made on a weekly basis to the campus Extended Day Site Coordinator that processes bills on a weekly basis. Payments can be made in cash or money orders.
- Initial deposit payment: An initial deposit, equal to the amount of the weekly parent co-payment, is required at the time of enrollment. For parents who receive a combination of full and part time subsidy, the initial deposit is based on their full-time parent co-payment.
- Parent co-payment for child absences: Parents must pay the appropriate co-payment, for everyday that care is available, for all excused and unexcused absences for both full and half vouchers.
- Parent fees for approved closures: Parents must pay the appropriate co-payment for every approved day the program is closed, in accordance with the schedule approved by EEC on an annual basis. The schedule of closed days will be available in June on the school calendar.
- Parent fees for Emergency Closures: Emergency closures constitute snow closures and will be billed the daily rate of the co-payment. There will be no snow days' credits posted to your account.

### **Late Payments:**

Payments must be made on a weekly basis. Any payments that are 30 days or more behind will result in a 2 weeks' notice of termination for non-payment of the parent co-payment. If there are extenuating financial circumstances, you must inform the Business Office staff, along with the parent counselor at the agency that provided the voucher. In some cases when documentation of financial hardship is provided, the Business Office and Campus Principal will grant the parent an extension to pay **the past due balance only**. In these cases, the parent counselor at the agency that distributed the voucher should also be contacted.

### **Additional Fees:**

- The Academy will not charge families with active full or half vouchers any additional fees for programming, except for cost of musical instruments in the Extended Day Music Program.
- If you notice any additional charges on your account for Extended Day, you must contact the Extended Day Site Coordinator to receive clarification on the fee.
- Late pick up fees will be charged for pick up after 6 pm. Please refer to the Extended Day program policy. PLEASE CALL THE SCHOOL TO LET THEM KNOW YOU WILL BE LATE IN PICKING UP THE CHILD. ALL TIMES ARE DETERMINED BY THE SCHOOL'S CLOCK.
- There is a returned (bounced) payment fee of \$30 per check presented and returned by the bank.

**The Department of EEC Subsidized Child Care Attendance Notification Agreement:**

All children who receive EEC child care subsidies are expected to attend the early education and care program, in accordance with the terms of the child care authorization. Child care educators/providers are required to make every effort to ensure that each child care slot is filled or each voucher is used at all times.

***Excessive absences may result in the termination of your child care subsidy.*** The Massachusetts subsidized child care regulations and policies define excessive absences as:

- More than 30 absence days in a 6-month period (i.e. January to June, July to December). For families who are not authorized at the start of a 6-month period, allowable absence days will be pro-rated at 5 days per month.
- More than 3 consecutive unexplained absence days (Explained absences are children's absences due to child illness or medical condition, death in the family, emergency circumstances, religious holidays and up to 10 vacation days in a 12-month period. All other absences are considered unexplained.)

Families experiencing excessive absences will be issued a Notice of Termination. Your child care services will end on the date listed on the Notice, unless you contact the child care agency before the end date to either: (1) explain your child's absence; or (2) request a review of the termination decision. To ensure that you do not lose your child care subsidy for excessive absences, you must:

1. Ensure that your child(ren) attend(s) the early education and care program, in accordance with the terms of your child care authorization;
2. Immediately notify your child care program to explain your child(ren)'s absence;
3. Provide at least 2 weeks advance notice if you plan to remove your child (ren) from the child care program.

**EXTENDED DAY PROGRAM:****Before School Program: (Monday – Friday, 6:30 am – 7:30 am)**

Parents may choose to enroll their child (ren) in the program 1 to 5 days per week. Students attending the Before School program will receive a nutritious breakfast. If your child is eligible for free and reduced breakfast and you want your child to have breakfast, you must sign up for the Before School program.

**After School Program: (Monday – Friday, 2:30 pm – 6 pm)**

Parents have the option to enroll children from 1 to 5 days per week beginning at 2:30 pm; with pickup times from 3:30 pm through 6:00 pm. Fees for the After School program are assessed on an hourly basis, with sibling discounts available.

**Please note:** All children need to be signed up for the After School program per the days the child will attend in advance. Once children are enrolled in the program, they are allowed to stay as needed. Any same day service will be charged a drop-in rate of \$10 per hour per child.

**Special Programming:** The Extended Day program will conduct special programs, such as Fine Arts classes, various clubs and full weekly Fine Arts vacation programs during February vacation and after school ends in June. Contact your Extended Day Site Coordinator for details and applications.

**Late Fees:** If the child is not picked up by 6:00 pm by the school clock, a late fee will be assessed. The late fee charge will be \$1 per minute per child from 1 to 30 minutes, \$2 per minute per child for 31 minutes to 60 minutes and \$5 per min per child for 60 or more minutes. The late fee must be paid immediately upon arrival. Failure to pay the late fee will be viewed in the same manner as a failure to pay the weekly fee and may result in suspension or termination from the program. We expect parents/guardians to arrive in a timely manner to pick-up the student(s). Please inform the coordinator in advance, if you will be late in picking up your child.

**Payment Policy:** Payments are due one week after you have been billed. **Students may not be admitted to the program if there is any outstanding balance at the beginning of the program week or the outstanding balance at any time exceeds \$200.** Please be aware that unpaid fees may result in termination from the Extended Day Program and could also affect your financial aid award and continued enrollment in the Academy. Any payments that are 30 days in arrears, will be added to the FACTS payment plan and processed automatically on the next scheduled due date for payment.

**Payment Options and Billing Procedures:**

- **Same Day Service:** Any student that attends the Before or After School programs without being registered will be charged the registration fee of \$10 as well as the hourly rate.
- Payments can be made by check or money order. Please be sure to include your child's name on the check or money order. If a check is returned for insufficient funds, a \$30 non-sufficient fund fee will be added to your total invoice. At that time, only money orders will be accepted for payment.
- DO NOT send payments with your child. **Payments must be made by a parent or guardian** directly to your Campus Extended Day Site Coordinator.
- DO NOT give payments to your child's teacher as they are not responsible for submission of payments.
- It is the parent/guardian's responsibility to **pay promptly** each week.

**Drop-Off and Pick-Up:**

All students attending the Before School program must be signed in by a parent/guardian each morning. This is a strict policy to ensure the safety of the children at our campuses. The names that you provide on your Extended Day Program Application are the **only** adults that will be allowed to pick up your child unless prior arrangements are made. Anyone picking up your child must be at least 18 years of age with proper identification.

**Discipline Policy:** The Extended Day and Vacation programs are a continuation of the school day. Please refer to the Student/Parent handbook as needed. The same Code of Conduct applies to the program. There will be no outside toys allowed in the Extended Day program. All outside toys will be confiscated and returned to the parent at the Extended Day Site Coordinator's discretion. **Please make sure every item you send with the child is labeled with his/her name.**

**Snack:** We will provide your child with a snack every day. If your child is allergic to specific foods or you have concerns about snack time, please let us know.

**NUTRITION PROGRAM:**

The Academy offers a breakfast and lunch program at an additional cost to the families. It provides a nutritionally balanced meal to each child each school day. The hot lunch is served each day that school is in session. Breakfast is served to every student that is enrolled and attends the Before School program. There is no lunch or breakfast available during the February vacation and June vacation Fine Arts program. SJPIICA is a **peanut free program**.

**Free and Reduced Meals:**

Through the federal hot lunch program, the SJPIICA Nutrition Program provides access to free and reduced cost meals for any student whose family meets the designated income levels. The Academy provides all families that are enrolled with an eligibility application in July. This application can be completed at any time during the year and is available on the SJPIICA website. If you meet the eligibility requirements, please submit this confidential application to the Campus Principal. **SJPIICA encourages every family to apply for the Free and Reduced lunch as each application received not only helps the family but also the Academy. Applications are due within the first week of school.**

**Lunch Orders:**

Lunch orders can be placed on a weekly, bi-weekly or monthly basis for you children. If ordering weekly or bi-weekly, please place the order at least 2 weeks in advance. If ordering monthly, please place the order within 10 ten after the lunch menu becomes available in the POS system. Please visit our school lunch website at [www.exparentcenter.com](http://www.exparentcenter.com) to place your order.

**Lunch Payments:**

All payments for the lunch program must be made online at the time of placing the order. If your child qualifies to receive free lunch, after you place the order click on "save/pay" and click on "no" to finalize the order. You will receive an email notice after you have made a payment to your child's lunch account. Please note there is a minimum of \$1.95 convenience that will be added to the balance each time and order is placed.