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## Early Childhood Financial Information & Policies

### GENERAL INFORMATION

#### ENROLLMENT

Current families must submit the Intent to Return form and pay the registration fee by January 31 through FACTS to secure a spot for the following school year. New families have two weeks from the receiving date of the acceptance email to pay the registration fee to secure a spot. Students starting January or later will be charged a \$250 registration fee. Each school year current and new families will need to submit enrollment packets along with their registration fee to enroll their students.

Students must be three (3) years of age before they can attend Vista Ridge Academy, if your child turns three after the first day of school and is accepted in to our preschool program, you must pay the full tuition in order to hold your spot until your child turns three, regardless of actual start date.

#### EARLY WITHDRAWAL

Space is limited in our Early Childhood program and many families are placed on a waiting list. If payment is made prior to August 1 and notification of withdrawal from the program is received after August 1, tuition for August will be non-refundable. If notification of withdrawal is given after the first of any month during the school year a refund will not be given for partial attendance of that month.

#### FACTS

Enrollment, tuition arrangements, analysis of financial need, and attendance at Vista Ridge Academy are handled through the Tuition Management, Financial Aid Assessment, and School Administration software system administered by FACTS, a Nelnet company. You can find more information about FACTS at <https://factsmgt.com>.

**All families are required to have an account through FACTS.** Tuition payments should be made through FACTS, either by setting up automatic payments or by logging on and making a payment. If you choose to pay your tuition via check or cash, you still need to have a FACTS account as this is the tuition management system in use by Vista Ridge Academy and how you will receive your monthly statements. Check and cash payments may not be reflected in FACTS for up to a week after payment is received in the office. If you have any questions, please contact the finance office.

### TUITION, REGISTRATION, AND FEES

#### REGISTRATION AND ADDITIONAL FEES

The registration fee is **non-refundable** and covers, but is not limited to, student accident insurance, technology, Maker Space, FACTS SIS, yearbook, school supplies, EdVentures (field trips), textbooks, and music.

No refunds of the registration fee will be given except for:

- Moving/relocation of 50+ miles away from Vista Ridge Academy.
- The family has a completed and verified application for tuition assistance on file by the deadline and has determined that the amount is not sufficient.
- Educational needs for the student can no longer be met at VRA as determined by Administration.



- Withdrawal at the request of VRA.
- Family status change supported by court documents.
- Military service orders supported by documentation.
- Vista Ridge Academy is unable to provide an in-person learning scenario at the beginning of the school year. The family must submit their decision in writing no later than August 1 to qualify for the refund.

For the above reasons only, the registration fee will be refunded prior to starting classes, minus a \$50 administrative fee, once the family has contacted the business office in writing.

### **HOT LUNCH POLICY**

The school may have optional hot lunch available for purchase. Hot lunch billing takes place at the end of each month. If family is 30 days past due for hot lunch, hot lunch may not be provided for students and future hot lunches may need to be pre-paid. It is not the intent of the Administration to allow any child to be unable to have hot lunch, but to emphasize to parents the need for them to contact the school's business office to make arrangements when they cannot make their fees payments on time above actions will take place.

### **TUITION BILLING**

Tuition can be paid 1) in full (due August 1), 2) in two payments (due August 1 and January 1), or 3) in 10 monthly payments (due the 1<sup>st</sup> of each month). Monthly payments will be paid through our FACTS Management system. All credit card payments will be charged a service fee, directly through the school or via FACTS.

The first monthly tuition payment is due on August 1 and the final payment is due May 1. Please be advised if we have not received the August tuition by August 7, we will assume the student is not attending and will fill the spot with a student on our waiting list.

Please see the [Tuition and Fees Schedule](#) for tuition rates and more information.

**Tuition is due by the first of each month.** A **late fee of \$30** per month per family may be charged if payment is not received by the due date. A **\$30 NSF fee** will be charged for all payments returned to the school for non-sufficient funds.

### **DELINQUENT ACCOUNTS**

Any family whose tuition account reaches one (1) week delinquent (seven (7) days late) at any time during the payment schedule, faces financial suspension. When financial suspension is imposed, the student will not be permitted to return to school until the balance is up to date.

### **TUITION ASSISTANCE**

**Tuition Assistance** is available for eligible preschool and Pre-K families. The application process is handled online through FACTS (<https://online.factsmgt.com/signin/4|CP2>). Each completed application is reviewed to determine eligibility, and a recommendation is sent to the Finance Committee of Vista Ridge Academy. The application deadline is April 30.



**Colorado Child Care Assistance Program (CCCAP):** This program provides financial assistance to eligible low-income families who need childcare benefits. Learn more here, <https://cdhs.colorado.gov/benefits-assistance/childcare-assistance>.

**Church Tuition Assistance:** Some churches provide tuition assistance to eligible members. Please contact your church pastor for further information.

Vista Ridge Academy reserves the right to revise/update/change these policies at any time.

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