



thedanielacademy.com

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[www.thedanielacademy.com](http://www.thedanielacademy.com)

### **2017-2018 Financial Policy**

1. TDA is a year-long financial commitment, as we do not generally enroll new students once the school year has started, and are thus planning our teacher salary and building expenses around our initial fall enrollment. WE UNDERSTAND THAT TDA INCURS EXPENSES ALL YEAR FOR EVERY ENROLLED STUDENT, AND IN THE EVENT THE CHILD WITHDRAWS EARLY FOR ANY REASON WHATSOEVER, THE FULL-YEAR TUITION COMMITMENT WILL STILL BE DUE.

2. All families must pay the \$300 non-refundable deposit before their spot is held.

3. For new families only:

a. To apply to TDA, you will need to bring in all the appropriate application documents and \$60/ student application fee (checks payable to TDA) to your interview. Testing will be scheduled for your students as well for all 1st-12th graders.

b. New Family Deposit: We will collect a \$300 non-refundable deposit at the interview and will cash the check upon acceptance. Once accepted and cashed, \$100 will be applied to administration; \$200 will be applied to your tuition. No opening is secure until we receive the application paperwork and the cash the deposit.

4. Payment Schedule

a. OPTION 1 -Monthly Payments:

\* 11 MONTHLY PAYMENTS: Due the 15th of each month June-April

\*assigned to families who have enrolled by June 1st

\* 10 MONTHLY PAYMENTS: Due the 15th of each month July- April

\*assigned to families who have enrolled by July 1st.

\*\*Families who enroll after August 1st will be assigned to the 10 Month Payment plan and will need to pay both July tuition upon enrollment and August tuition by August 15th.

b. OPTION 2:

Full year payment for entire family may be made by June 15th with a 3% discount on year long tuition (fees not included).

5. Multi-Sibling Discount:

- a) 1st Student - pays 100% of tuition (does not include supply fees)
  - b) 2nd Student - pays 90% of tuition
  - c) 3rd Student - pays 80% of tuition
  - d) 4th Student - pays 70% of tuition
  - e) 5th Student - pays 60% of tuition
  - f) 6th and above Students - pay 50% of tuition
- o (Please note may be the "1st Student" could be the one with the highest tuition, the "2nd student" could be the one with the 2nd highest tuition, etc.)

6. Little Daniels Preschool: Because our own TDA families serve on-site during the week, we are making this preschool part of what we offer our own families at a greatly discounted price (as compared to new families joining just our preschool). If you have a 3-5 year old that you chose NOT to enroll in this and you want to serve 4 hours on site, you will need to find another place for them during your parent service hours. We will continue to offer childcare for our 6 month-2 years olds (and 3 year olds who do not want to start preschool yet).

If there is room and you would like to add a 2nd day of Little Daniels Preschool, you can choose either Monday and Wednesday, or Tuesday and Thursday.

3-5 year olds must be 3 or 4 by August 1, 2017 and MUST be completely potty-trained in order to go into preschool.

Cost to TDA families: \$300/year for one day per week and \$600/year for two days per week if available (does not include application, supply, or book fee).

7. Where to Make Payments: All payments can be hand delivered to the tuition box posted inside our lobby near the main (south) entrance of the building or mailed to the school. If a payment is postmarked by the date tuition is due, that will be counted as an on-time payment. If it is postmarked later, then a late fee will be added. Payment can also be made via RenWeb. The payment will be immediately applied to your account WITH NO ADDITIONAL CHARGE TO YOU (and is our preferred method of payment). Any returned payment (for non-sufficient funds) will have a \$20 fine assessed.

Methods of Payment: Families may pay by:

- a) Cash or Cashier's Check
- b) Check (payable to TDA)

If you would prefer to set up a recurring online payment through your bank, please use the following information:

Payee: The Daniel Academy

Address: 310 W. 106th Street. Kansas City, MO 64114

Pay Date: Please set the auto payment to pay by the 10th of each month so ensure it arrives to us by the 15th.

- c) PayNow feature available on RenWeb - for checking or savings account with no extra fees

This is our preferred method of payment. Payment reflects on RenWeb tuition account within 5 minutes of receiving the confirmation email.

- d) Paypal - for credit card payments.

Families will need to add the Paypal fee of 3.75%.

Paypal payments may be made to payments@thedanielacademy.com.

8. Late Fee Applied Towards Tuition: If a family does not make payment by the due date, the family will have to pay a late fee of \$20. A family will have 1 week past the due date to bring their account into balance or further fines per week may be applied. A family may also be asked to not bring their students to school until the payment is made.

9. Bounced Checks: If a family has 2 checks that bounce, cash, a cashier's check or payment through PayPal will be required for all payments going forward.

10. Full time/ Part time:

All ELEMENTARY students will enroll for the entire year when they register for the 2017-2018 school year in either Full-Time or Part-Time status. If a student needs to change their from Part-Time to Full time (or visa-versa, the family may email [stephaniegerard@thedanielacademy.com](mailto:stephaniegerard@thedanielacademy.com) to see if those arrangements can be made).

All JUNIOR HIGH and HIGH SCHOOL students will have 2 weeks after classes start each semester to make any change in their schedule, with the permission of the principal and with significant reason. After this time, changes can occur only at semester. (After the Add/Drop deadline has expired, a student may be allowed to drop a class only upon approval from the TDA principal and considering extenuating circumstances.)

11. Parent Service Commitment:

TDA believes that a parent's influence is the highest value to a child and we therefore have a model that allows parents to serve on-site at school weekly. If you would like to do this, you can sign up for a weekly service time; you are allowed 1 absence each semester for illness, etc. If you need more than this, you can either swap with another parent or we will bill your tuition statement for \$30 and hire someone to cover for you.

If you need to choose the Off-Site Track (meaning you are not able to serve at the school), we would add \$1,500 to your family's annual tuition (billed out monthly) and we would hire someone to fill that spot.

12. Late Application Fee: All families enrolling after July 31st will incur a \$100 late application fee.

13. BOOKS

Elementary: All consumable books will be purchased by TDA and billed accordingly; all non-consumable books will be rented.

Junior and Senior High: For most classes, JH/SH purchase their own books. The book list is posted on our website.

14. Supply fee: Every student will be charged \$360/year which cover most field trips, extra activities, etc.

15. Fines and other policies:

a) Students will be considered tardy if they are not in their classroom by 8:00am. If a student is dropped off at school between 8:00-8:10am, they will receive a tardy. 3 tardies will result in Saturday Club (our cleaning school time Saturday morning). If a student is dropped off later than 10 minutes after school starts (after 8:10am), and the parent did not call in to notify of an emergency, the family will incur a \$20 fine.

b) If a student is picked up any later than 15 minutes past the end of the school day, a \$20 fine for the driver will be applied.

16. Late Tuition Payment Policy

1. Monthly tuition is due the 15th of each month.
2. If a payment is made after the 15th, it is considered late and a \$20 fee will be assessed.
3. If this should happen a 3rd month any time during the year, a \$45 fee will be assessed that month and any following month that payments are late.
4. In the case of non-payment for 2 consecutive months, the student(s) will be asked to stay home from class and follow along RenWeb at home until the balance is brought up to date.
5. In hardship cases, a family is welcome to petition the board to allow their student(s) to continue in classes.

PLEASE NOTE THAT ALL TRANSCRIPTS/REPORT CARDS WILL BE HELD UNTIL THE TUITION BALANCE IS PAID IN FULL.