

ASTEP UP PROGRAM FINANCIAL REGULATIONS and ADMISSION AGREEMENT

Please read the following regulations carefully in order to have a complete understanding of the financial obligations to which you are committing yourself with the enrollment of your child at Konocti Christian Academy (KCA) ASTEP Up (After School Training and Enrichment Program).

REGISTRATION: The registration fee is a non-refundable fee applicable to all students, except when KCA denies admittance to the program.

PAYMENT POLICY: The parents jointly and separately agree to pay on the first of each month the fees incurred for childcare at Konocti Christian Academy (KCA) ASTEP Up (After School Training and Enrichment Program). If the student is enrolled on a “drop-in” basis, hours will be billed at the end of each month.

The parents jointly and separately understand that this constitutes a legal and binding contract. The monthly fee for the KCA ASTEP Up care is based upon the number of days per week you agree to use the program, not the actual hours of attendance. Any extra hours, above and beyond your schedule, will be added hours billed at the hourly rate. There will be no trading of hours. KCA ASTEP Up program is contracted on an annual basis payable in 10 equal installments due September through June. The monthly fee for provides allowances for minimum school days and holidays (other than those exceptions listed below) averaged for the entire school year.

The only exceptions to ten equal monthly installments are: September, November, December, January and April will be 25% less than the normal monthly fee; and June will be 60% less than the normal monthly fee. These exceptions are based upon weeks school is not in session during these months.

The program ends at 5:30 pm each day. If your child has not been picked up by 5:45 pm, each additional minute will be billed at \$1 per minute.

PAST DUE ACCOUNTS: A \$15 fee will be assessed on payments made after the 10th of the month. If the ASTEP fees and late fee are not paid by the 30th of the month, the student will no longer be accepted into the ASTEP program and cannot return until the unpaid balance is paid in full. A \$15 late fee will be assessed monthly on any unpaid balance. A \$25 fee will be assessed on any returned checks. If you experience financial difficulties, please contact the school office. Accounts 60 days past due will be referred to

collections. Accounts 120 days past due will be reported to credit reporting agencies. If it becomes necessary for KCA to consult or use legal counsel to collect fees owing to KCA, the parent/guardian agrees to pay all court costs, attorney fees and collection costs as they relate to this matter.

WITHDRAWAL FROM PROGRAM: A two-week written notice of intent to withdraw your child from the program is requested.

BOARD OF CONCILIATION: If I, or any member of my immediate family, reach a point of disagreement on an issue of a non-criminal nature with Konocti Christian Academy, in keeping with I Corinthians 6:1, I/we agree to submit to a board of conciliation; the members of which will consist of KCA’s chaplains and one representative for the parent and the school, rather than taking the dispute to a civil court. The decision of the Board of Conciliation shall be in writing and shall be a final binding decision of an arbitrator pursuant to section 1280 et seq of the California Code of Civil Procedure. I/we agree the procedure to be followed, including costs involved, will be in accordance with the Christian Legal Society.

PHOTOS: I/we release Konocti Christian Academy to photograph and/or videotape my/our child while participating in school activities and to use the photos/videos on displays, in newspapers/ publications, in promotional materials or on KCA’s website.

I hereby grant permission for my child to use all of the play equipment and to participate in all of the activities of the ASTEP Up Program.

I/we jointly and separately have read the above information and understand that this constitutes a legal and binding contract. I/we agree to support the school in enforcing its policies and rules as outlined in this contract and the Parent-Student Handbook.

Father’s/Guardian’s Signature	Date
Mother’s/Guardian’s Signature	Date