

Registration Fee

\$30 per family with one child attending ACE, **\$35** per family with two children attending ACE, or **\$40** per family with three or more children attending.

Monthly Rates for Care

Tuition is based on 9 monthly payments (September through May)

Days per week attending ACE		1 day a week	2 days a week	3 days a week	4 days a week	5 days a week
K3 - K4	12:00 – 3:30	\$36 monthly	\$72 monthly	\$108 monthly	\$144 monthly	\$180 monthly
K3-K4	12:00 – 6:00	\$62 monthly	\$124 monthly	\$186 monthly	\$248 monthly	\$310 monthly
K5-8 th	3:00 – 6:00	\$32 monthly	\$64 monthly	\$96 monthly	\$128 monthly	\$160 monthly

ACE Payments are due September 1st through May 1st. Families with more than 1 child attending ACE will receive a 20% discount for each additional child attending ACE.

Hours of Operation

The ACE program will operate each school day beginning on the first day of school and ending on the last day of school. The program operates from the time school is dismissed until 6:00 p.m.

On **all** Early Dismissal Days ACE will operate until 6:00 p.m. The ACE program will **not** operate on snow days, school holidays, the Wednesday before Thanksgiving or early dismissal from school due to inclement weather or other emergency conditions.

Payment

Monthly ACE payments are due the first day of each month September through May. A late payment fee of \$15.00 will be assessed after the 15th of each month for payments that are past due. A student may be denied entrance to ACE if an account is not cleared at the end of a thirty-day period. Any family that falls behind in ACE tuition will be contacted by the MRCA Business Manager or ACE director so satisfactory arrangements can be made. All ACE accounts must be paid in full by May 15.

ACE payments may be included with your tuition payment. **Send all ACE payments to the Business Office.** If you would like to authorize to have your monthly ACE payments auto drafted from your account, please contact the Business Office.

Late Pick Up Fee

Children are to be picked up promptly at the agreed upon time. A late pickup fee of \$1.00/minute will be assessed. These late fees will be applied to your monthly statement the following month.

Absence from Program

Due to the fact that the program's budget is determined and dependent upon the monthly fees for its operation your payment is required even if the child is absent from the program. Any changes including withdrawal from the program will require **5 DAYS WRITTEN NOTICE** to the ACE Director. Dropping out of the program and reentering will require another registration fee.

ACE Policy Regarding Adding/Changing Days

If the contracted days for a child enrolled in ACE need to be changed, the following must occur: **1.** An email must be sent to the ACE Director as soon as possible, no verbal agreements will be accepted. **2.** Changes in the middle of the month will occur only if the change is a swap - day for day - and does not add to the contracted number of days. **3.** The ACE Director will contact the parent(s) and advise them as to space availability.

If there is a need to add a day for a child who is registered for ACE and that day has not been contracted, the following must occur: **1.** An email must be sent to the ACE Director as soon as possible. **2.** The ACE Director will contact the parent(s) and advise them as to space availability.

Parents wishing to permanently add days to their original contract may do so only at the beginning of a billing cycle which is at the beginning of each month. For any further questions regarding ACE, please contact ACE Director Meg Schuerman at mschuerman@mitchellroadchristian.org.