



Anchorage Christian Pre-Elementary School Potty Trained K-2

A Division of Anchorage Christian Schools

6401 East Northern Lights Blvd.

Anchorage, Alaska 99504

Phone: (907) 337-9575 • Fax: (907) 269-3859

Email: Info@acsedu.org

Dear Parents:

The staff at Anchorage Christian Pre-Elementary School appreciates the opportunity to help meet the childcare and educational needs of your family. Our staff realizes our solemn responsibility before God in helping to mold the life and character of the children placed in our care. We try to help you in your God given responsibility of providing a good Christian foundation for each child's future. We feel honored and blessed that we can assist you in this vital concern of your family.

Please check the list below to be sure all items on the list are presented or accounted for when you enroll your child. Please leave this page attached to the enrollment packet when you return it. Thank you.

Sincerely,

Susan Shelton
Preschool Director

_____ \$50.00 REGISTRATION FEE

_____ ENROLLMENT FORMS COMPLETELY FILLED OUT AND SIGNED

_____ CURRENT PHYSICAL DATED WITHIN THE LAST YEAR

_____ CURRENT SHOT RECORDS

_____ (DATE) FIRST DAY OF ATTENDANCE

_____ A.M. TO _____ P.M. (DAILY SCHEDULED HOURS)

CIRCLE ATTENDANCE DAYS IF LESS THAN 5: (M T W TH F)



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ANCHORAGE CHRISTIAN K-2 RATE INFORMATION

REGISTRATION FEE: (paid annually – non-refundable) \$50.00

MONTHLY RATE:	(effective 9-01-08)
AGE 2	\$750.00
AGE 3	\$600.00
Second child discount	\$ 50.00
Each additional child discount	\$ 75.00

The discount is granted to families who pay in full for the current month by the 10th of the month. If the entire fee for the current month is not paid by the 10th, the discount is not granted.

DAILY RATE PER CHILD:

AGE 2	\$ 37.00
AGE 3	\$ 33.00

The daily rate applies when a child starts attending after the first day of the month. If the total of the daily rate exceeds our monthly rate, the monthly rate will be charged as the total for the month.

PLEASE NOTE: Payment for the current month is due on the first day of each month in advance. Accounts not paid by the 10th of the current month will be charged a late fee of 2 %. Payment may be made by cash, check, credit card or online at www.acsedu.org. Automatic credit card payments may be set up in the finance office. Children may be withheld from class or asked to withdraw without advance notice to parents when payments become one month in arrears. We are unable to accept post dated checks, and a \$25.00 fee will be charged on all NSF checks. **FEES ARE NOT PRO-RATED FOR CHILDREN WHO ARE ABSENT FOR ANY REASON.** If your child is absent for any reason other than withdrawal, the entire fee will be required to hold your child's place. **A TWO-WEEK NOTICE IS REQUIRED PRIOR TO WITHDRAWAL.** If the two-week notice is not given, you will be responsible for payment for the two weeks following the last day of attendance. We close at 4:30 P.M. A late fee of **\$1.00 per minute per child** will be charged after 4:30. This is due and payable to the childcare worker at the time the child is picked up.

PLEASE SIGN BELOW.

“I have read and understand the financial requirements as stated above and agree to abide by them.”

Signature of Father

Date

Signature of Mother

Date