

## JEC Financial Agreement

The JEC program is an integral part of St. John's Lutheran School. That withstanding, the JEC program utilizes a separate financial software. We use the ProCare program which satisfies the needs of a large operating childcare, while the school uses the FACTS software. Here are some things that will help you navigate the school year. Please initial each point and sign the bottom.

- JEC rates are based on a 4 day week. The rates are defined as the following:
  - 1 or 2 days is billed as a single day
  - 3 days bills as Part-Time
  - 4 days bills as Full-Time
  - Based on these rates, there is no discount for 1 non-attended day
  - There is a \$5 weekly family discount per additional child for families with 2 or more children attending Full-time. The rate does not apply on weeks that attendance does not meet that standard.
  - Children attending Pre-K including Alt-K are CUBS; K-8 are JAGS
  - Additional fees may apply for added time such as 2-hour delays or school-day closures.
    - 2-hour delays are billed to K-8 families at \$5 per incident
    - Holiday and school day weather closures are billed at \$25 per K-8 student and \$20 per Pre-school student.
- JEC accepts the following payments;
  - Cash or Check
    - Cash or check payments are due on the next attending day after billing
  - EFT's including Checking or Savings
  - Visa or Mastercard
    - JEC's Automatic payment system is called Tuition Express
    - We currently do not have a fee for utilizing Tuition Express
  - Monthly payment may be made, but should be made in advance.

### **Accounts more than 2 weeks in arrears may have a suspension of care!**

- JEC bills every Friday according to your registered attendance and sends an electronic copy of your statement.
  - We credit any vacation time that gives proper notice, (2 weeks) Vacation time must be registered on Google vacation request form to receive credit. We have no limitation on vacation time.
  - We DO NOT offer credit for any unplanned absences such as illness or last minute schedule changes.

We understand the information as presented and agree to the St. John's JEC financial Statement.

Name: \_\_\_\_\_ Date: \_\_\_\_\_