



# Admission Requirements & Tuition Policy 2007-2008

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## **Admission Requirements**

Naples Preschool Academy accepts children from ages 6 weeks to 5 years of age. The following requirements are necessary for admission:

### **Naples Preschool Academy requirements:**

1. School application form completed in full with all information current.
2. Paid Registration/Supply Fee.
3. First week's tuition paid in advance.
4. Parent Handbook receipt signed and on file in school office.
5. Wait list application fee paid.
6. Tuition Agreement Contract (TAC) signed prior to Admission.
7. Signed acknowledgement form of what to supply for your child each day.

### **Florida State requirements:**

1. Authorizations for pick-up, any pertinent custody documentation on file.
2. A completed DH Form 3040, Florida State Student Health Examination, or a signed statement by an authorized professional that indicates the results of the components included in the health examination. The State of Florida requires that every child be current on their physicals.
3. DH Form 680, Florida Certificate of Immunization Part A-1, B, or C, as required by the Department of Children and Families.
4. Signed receipt of pamphlet entitled "Know Your Child's Daycare".

## Tuition Policy

**Naples Preschool Academy's Tuition is fully stipulated and governed by the Tuition Agreement Contract (TAC).** Following you will find some general guidelines:

- We have three basic types of payment schedule agreements: a) Paid in full for the enrollment period b) Advanced Monthly payments c) Advanced Weekly payments.
- All payments are made through Direct Deposit or commonly referred to as ACH. Parents and/or Sponsors must fill out our Tuition Express ACH form prior to admission. Parents and/or Sponsors who pay under the Paid in Full option or advanced monthly payments may be waived of this requirement subject to Naples Preschool Academy's Executive Director's approval.
- A one-time registration fee will be due upon completion of the enrollment application.
- A Yearly Supply Fee will be assessed for children starting in the One Year-Old Class, and charged annually on the anniversary of enrollment. The supply fee helps defray the costs of the curriculum and consumable materials (art supplies, etc.)
- Weekly tuition payments are due on the Friday **before** the week of attendance. Payments not received on time prior to its due date will be subject to a **\$20.00 late payment fee**. All tuitions are paid in advance on or prior to its agreed due date, **whether a holiday falls during the week or not**.
- Tuition for a full time (5 days a week) child includes child care between the hours of 7:30 a.m. and 5:30 p.m. Breakfast, lunch and snack is also included in the base tuition.
- Returned checks (NSF) will be subject to a \$25.00 NSF fee. A pattern of returned checks will result in the withdrawal/Termination of enrollment.
- Full time students qualify for one week of half tuition payment per school year after 6 months of fulltime attendance. Part time and drop-in students do not qualify for the vacation credit.
- Tuition is paid for all other weeks the child is enrolled, whether he/she attends or not. No extra credit is given for sick days or other absences.
- A family discount will be available to those families enrolling more than one child. A \$5.00 discount per child will apply.
- For withdrawals, a 30 days advanced written notice is required. Tuition will continued to be charged if notice is not given. Parents are responsible for payment in full.
- Children under a subsidy program may be accepted. The addition of subsidy amount and parents agreed tuition must always be equal to the official effective tuition price list for the corresponding age group. Parents must comply with the Child Care of Southwest Florida attendance policy guidelines. Should unauthorized absences occur, parents will be fully responsible for the tuition during the time of absence from NPA.
- Under no circumstances can Naples Preschool Academy be held responsible for payments (whether in check or cash) left in the reception area or with a staff member other than the Director or Assistant Director.
- An administrative change fee of \$10 will be charged to those wishing to change Tuition Express accounts.

**It is understood that the term Parent means Parent or Guardian or Sponsor responsible for all financial obligations concerning enrolled child/children as specified in the Enrollment and Admission form.**