Castle Country Academics
2026/2027 Enrollment Agreement
August 5th to July 20th

Castle Country Academics is an academic community whose doors are open to all students without regard to race, religion, sex, or national origin.

Name of Child: _____ Date of Birth: _____ Boy: ____ Girl: ___

Parent/Guardians: (*All parties financially responsible for this child must complete & sign all documents necessary for enrollment.)*

Father's Name:_____ **Mother's Name**:_____

Street Address (where child resides): _____

City: _____ State: _____ Zip: _____

Home Cell: _____ Cell Phone: _____ Email: _____

1. What is the current marital/legal status of the child's parents?

[ ] Married / Together

[ ] Divorced

[ ] Separated

[ ] Joint Legal Custody (Equal rights to decisions/records)

[ ] Sole Legal Custody (Only one parent holds legal decision rights.)

[ ] Other (Please specify): _____

If parents/guardians are separated, divorced, or unmarried: Name of Custodial Parent: _____ (CUSTODIAL **OR GUARDIAN MUST PROVIDE LEGAL PROOF OF GUARDIANSHIP BEFORE ENROLLMENT WILL BE ACCEPTED.)** Name and address of parent/guardian who does not live full-time with the child: Parent/Guardian Name: _____ Address: _____ City: _____ State: ____

Zip: _____ Home Phone: _____ Cell Phone: _____ **Contract Revised, JUNE 24th, 2026**

-Registration Fee per student as a commitment to attend (non-refundable): $110.00

-The activity fee for participants attending three or five days is due in July 2026 and January 2027 and is non-refundable, totaling $130.00. This fee will be billed to your My ProCare account biannually. The activity fee for participants attending two days is due in July 2026 and January 2027 and is non-refundable, totaling $90.00. This fee will also be billed to your My ProCare account biannually.

*If the school arranges field trips during the upcoming academic year, these activity fees will be reflected in your child's My ProCare account.

Deposit Fund: New enrollees are required to pay the first and last week's tuition upfront on or before the child's first day of attendance. The last week's tuition (deposit fund) will be refunded within 90 days upon receipt of a two-week written notice of withdrawal, provided all fees and tuition are paid in a timely manner.

TUITION AND ENROLLMENT PROGRAMS:

TODDLER (starting age 18 months)

- 5 days with Extended School Services (7:00 AM – 5:30 PM): $205.00
- 5 days (8:30 AM – 3:30 PM) $185.00
- 3 days with Extended School Services (7:00 AM – 5:30 PM): $160.00*
- 3 days (8:30 AM – 3:30 PM): $145.00*
- 2 days (8:30 AM – 3:30 PM): $110.00*
- 2 days with Extended School Services (7:00 AM – 5:30 PM): $130.00*

PRESCHOOL (starting age 24 months)

- 5 days with Extended School Services (7:00 AM – 5:30 PM): $195.00
- 5 days (8:30 AM – 3:30 PM): $175.00
- 3 days with Extended School Services (7:00 AM – 5:30 PM): $135.00*
- 3 days (8:30 AM – 3:30 PM): $115.00*
- 2 days (8:30 AM – 3:30 PM): $105.00*
- 2 days with Extended School Services (7:00 AM – 5:30 PM): $125.00

PRE-KINDERGARTEN AND T-KINDERGARTEN (starting age 36 months)

- 5 days with Extended School Services (7:00 AM – 5:30 PM): $190.00
- 5 days (8:30 AM – 3:30 PM) $170.00
- 3 days with Extended School Services (7:00 AM – 5:30 PM): $130.00*
- 3 days (8:30 AM – 3:30 PM): $125.00*
- 2 days (8:30 AM – 3:30 PM): $100.00*
- 2 days with Extended School Services (7:00 AM – 5:30 PM): $120.00*

*Full Time (5 days): Monday, Tuesday, Wednesday, Thursday and Friday

*Part-time (3 days or 2 days): Monday, Wednesday, Friday or Tuesday, Thursday

Students enrolled for three days are expected to attend on Monday, Wednesday, and Friday. Those attending for two days are required to be present on Tuesday and Thursday. Any deviations from this schedule must be approved in advance by the director and may result in additional tuition fees.

My child is enrolled in the _____ program and will participate for _____ days, during the hours of _____, **with my weekly tuition totaling $_____,** in accordance with the current rate for the chosen program.

First Day of School Attendance: _____

Enrollment Contract Terms and Conditions: Tuition is required to be paid on the first day of attendance each week. An invoice will be generated for each month. Tuition payments can be made either monthly or biweekly; however, payment must be completed prior to the child's first day of attendance for the respective month or two-week period. Alternate tuition fees are applicable during absences, school breaks, and holidays. Students enrolled in Extended School Services or School Hours must be collected promptly at 3:30 PM and 5:30 PM. A late fee of $20 will be charged to my ProCare account, along with an additional fee of $5 per minute, or portion thereof, per child until the child is picked up.

Late or unpaid tuition: In the event that payment is not received in full by the due date, I acknowledge my responsibility to pay a late fee of $50.00 for each week that the tuition remains unpaid. Any outstanding fees will be deducted from my deposit fund. I understand that if my account is overdue for more than one week, I may forfeit my deposit refund and could be required to withdraw my child until my account is brought current. The school cannot guarantee that my child's spot will be held if they are withdrawn due to non-payment of tuition. Checks returned for insufficient funds will be considered late payment, and I accept that any associated late fees or bank charges will be my responsibility. Unpaid tuition fees may be referred to a third-party collection agency. Should any unpaid balance be assigned to a collection agency or placed with an attorney for judgment or payment recovery, a collection fee of $100.00 will be added to my account, which I agree to pay. Additionally, I agree to cover reasonable attorney fees and court costs if a judgment is issued against me. By providing my cell phone number on this form, I consent to being contacted by you or your agents at that number or any number to which it may be forwarded in the future.

Discounts for Full-Time Students and Military Families: A 10% tuition discount is available for each additional child from my immediate family who enrolls in a full-time program (defined as 5 days per week) if my child is enrolled full-time. Please note that these discounts do not apply to any fees, deposit funds, or agency co-pays.

Alternate Tuition and Tuition for Holidays and Breaks: I will be responsible for tuition payments on holidays and breaks listed in the Parent Handbook ("Spring Break, Summer Break, and Christmas Break). An alternate tuition fee of fifty percent **(50%)** of my regular tuition will be due during the weeks of Christmas Break and Spring Break. No tuition is due during the weeks closed during summer break, as stated in the Parent Handbook.

Absences/Vacations: I agree to inform the school immediately if my child will be absent on any day. I understand my regular tuition is due for all scheduled days my child attends. Absences due to illness in excess of five (5) scheduled attendance days will be charged a reduced tuition rate of 50% of the contract amount until the child returns. A doctor's release allowing the child to return to school must be submitted to receive the discount. Absences of 4 weeks or longer will be reduced to 50% of contract tuition to hold their child's enrollment position. For any vacation absence less than four weeks, the contract tuition amount is due in full.

Inclement Weather or Other Disasters: I understand that inclement weather, natural/national disasters, major building issues, or staff ratios may disrupt service from time to time. In addition, closing may occur if there is not sufficient staff to manage the daily operations as required by state licensing regulations. I understand that tuition is due and payable unless the school is closed for five (5) consecutive days, then tuition will be reduced to fifty percent (50%) of my regular tuition.

Low Attendance of Students and Staff: CCA reserves the right to close as it deems necessary if staff attendance and/or enrollment is not sufficient to maintain it or if changes are necessary to accommodate the cost of business (tuition is not refundable).

Agency Reimbursement: I understand that I am responsible for any tuition payment, fees, and late fees in excess of any agency or third-party reimbursement. I am responsible for swiping cards in a timely fashion in order for CCA to receive payments. I understand any failure to initiate payment in a timely fashion due to the agency will result in a processing fee of $30.00. I am responsible for communicating any changes that would affect my agency reimbursement, and I am solely responsible for payment of tuition in excess of any agency or third-party reimbursement resulting from my failure to promptly communicate status changes.

Vouchers Program (CCDF): I understand that I am responsible for swiping cards on a daily basis. If cards are not swiped and the provider has to make adjustments on the Hoosier portal, parents will be charged a $30 fee.

Withdrawal from Program: All fees and tuition are due and applicable under the above contract terms until a two-week **written** notice of withdrawal from the program is received. Deposit funds and other fees will not be refunded for withdrawals prior to eight weeks of attendance. I agree to pay all tuition and fees until my child's last day of attendance. Upon receipt of a written two-week notice of withdrawal, I will be refunded my deposit fund (last week's tuition) on or before 90 days, provided all fees and tuition are current, and my tuition payments have not been in arrears for more than two weeks on my child's last day of attendance. If this notification is not provided, I understand I will not be refunded my deposit fund. I understand all fees and tuition not paid will result in a reduction or forfeiture of the deposit fund. I understand my child will only be eligible for re-admission based on space availability and other enrollment criteria. I understand all fees (tuition, registration, or activity) are non-refundable.

The undersigned acknowledge their financial responsibility and agree to adhere to the policies outlined in the enrollment registration tuition and fee agreement. The terms of this contract will take precedence over any prior tuition and fee documents. I confirm my understanding and acceptance of all the aforementioned terms.

Parent/Guardian Signature: _____ Parent/Guardian Name: _____

Date: _____ Child's First Day: _____

Father's Place of Employment: Business Name: _____
Business Phone: _____ Ext._____
Position: _____
Mother's Place of Employment: Business Name: _____
Business Phone: _____ Ext._____
Position: _____

I am initially aware that my child must be vaccinated to attend Castle Country Academics. _____

***Updated on 6/24/2026**