



**El Rancho K-8<sup>th</sup> Grade School**  
 5636 El Camino Avenue, Carmichael, CA 95608  
**2018/2019 Fee Schedule and Fiscal Policies Effective August 20, 2018**  
 Published February 2, 2018

**Choose your child's schedule and payment option.**

**Instructional Day Only** 8:15 AM-2:45 PM  
 (Arrival and pick-up within 15 minutes of class time)

Monthly Payment \$722.00  
 August 20 - 31, 2018 (\$33.39 x 10/23 days) \$313.90  
 May 1 - June 7, 2019 \$722 + (\$36.10x 5/20 days=\$180.50) \$902.50  
 Each Additional Afternoon/Morning \$21.00

**Instruction and Extended Care**

Monthly Payment \$767.00  
 August 20 - 31, 2018 (\$33.35 x 10/23 days) \$333.50  
 May 1 - June 7, 2019 \$767 + (\$38.35x5/20 days=\$191.50) \$958.75

**CASH OR CHECK DISCOUNT RATES**

**Instructional Day Only** 8:15 AM-2:45 PM  
 (Arrival and pick-up within 15 minutes of class time)

Monthly Payment \$700.00  
 Semi-monthly Payment \$352.50  
 August 20 - 31, 2018 (\$30.43 x 10/23 days) \$304.35  
 May 1 - June 7, 2019 \$700 + (\$35.00 x 5/20 days=\$175.00) \$875.00  
 Each Additional Afternoon/Morning \$ 20.00

**Instruction and Extended Care**

Monthly Payment \$744.00  
 Semi-monthly Payment \$374.50  
 August 20 - 31, 2018 (\$32.35 x 10/23 days) \$323.50  
 May 1 - June 7, 2019 \$744 + (\$37.20 x 5/20 days=\$186.00) \$930.00

**Payments: Tuition is payable in advance.** We do not mail or give out monthly statements. If you need a statement, please ask for one before the 1<sup>st</sup> of the month. Please pay tuition by cash or check and put it in the locked box located outside the office, noting on the check the child's name. For credit card payments, your card on file will be charged each month according to your instructions, either (1) automatically or (2) pursuant to your instructions between the 1<sup>st</sup> & 3<sup>rd</sup> of each month. **Payments are due on the 1<sup>st</sup> and late if received after the 3<sup>rd</sup> of the month. Semi-monthly payments are due on the 1<sup>st</sup>, late after the 3<sup>rd</sup> and due on the 15<sup>th</sup>, late after the 17<sup>th</sup> regardless of your child's attendance schedule.** A \$25.00 late fee will be incurred if payment is not received in full by the due date(s) (no postmarks will be accepted), you will be ineligible for the cash discount, and your credit card will be charged on the 4<sup>th</sup> of that month. If the due date falls on a day El Rancho School is closed, on a weekend, or if you are on vacation, payment is due the prior day. If the school is unable to get a credit card payment for the tuition plus late fee, families have 5 school days to bring the account current with either cash or another credit card. If this is not accomplished your child(ren) will automatically be dropped from enrollment. Your child(ren) will not be able to return until the account is made current. The school reserves the right to cancel enrollment if NSF become excessive. \_\_\_\_\_ **Initial**

**Required** I, \_\_\_\_\_, authorize El Rancho School to charge my credit card in the amount of tuition plus late fee(s) on the 4<sup>th</sup> of the month (and 18<sup>th</sup> of the month/semi-monthly payments) if tuition is not received.

Name as it appears on card: \_\_\_\_\_

Visa, Master Card, Discover Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ VID Code: \_\_\_\_\_

Credit card billing address: \_\_\_\_\_ Zip: \_\_\_\_\_

**Authorization valid until 09/01/2019** Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Optional I, \_\_\_\_\_, authorize ERS to charge my card in the amount of tuition on the 1<sup>st</sup>-3<sup>rd</sup> of each month.

**Annual School Year Registration Fee \$360.00** This covers registration, text books, testing and technology (see handbook for details) for the 2018/19 school year. Materials are ordered and received in spring, 2018, based on enrollment numbers. The Enrollment Fee is nonrefundable after paid. An enrollment space will be reserved for your child when the student application and this form have been completed and submitted, and the initial enrollment fee has been paid. If all fees are not paid and/or complete forms not submitted by 3/30/18, the student's name is placed on the bottom of the class list, and students whose enrollment fees are paid in full will be given priority enrollment. In accepting a child for enrollment the school assumes expenses which are not reduced by the child's withdrawal prior to or during the school year. In the event of such withdrawal, the parent/guardian intends this payment to be liquidated damages, not a penalty. Payment options, choose A, B, or C below.

**CREDIT CARD** Registration Fee: \$370.00 per student; Two children in the same family: \$340.00 per student

(A)  I, \_\_\_\_\_, authorize El Rancho School to charge my credit card account for the full amount today.

(B)  I, \_\_\_\_\_, authorize El Rancho School to charge my credit card account in the amount of \$200.00 today and the balance on 4/02/18.

**CASH DISCOUNT (cash or check)** Registration Fee: \$360.00 per student; Two children in the same family: \$330.00 per student

(C1)  Payment in full enclosed

(C2)  Installment Plan: This option is **only** available if enrollment commitment is made **prior** to 3/15/2018. Paying \$200.00 for each child due with this signed agreement. Balance due by 4/02/18. If the second installment payment is not paid by 4/02/18 the account will be ineligible for the cash discount, and El Rancho School will charge your credit card in the nondiscounted balance amount on April 2, 2018. Sign \_\_\_\_\_ Date: \_\_\_\_\_

Students' Names: \_\_\_\_\_

**Required Parent Work Hours:** The school requires parents to work a minimum of ten hours per enrolled child. For those families who do not wish to "work", they may instead pay an additional \$150.00 annually, per child, due by September 1, 2018. The hours must be completed during the 2018-2019 regular academic school year, and a few opportunities will be available starting August 1, 2018. Parents must sign-up through the school office for the jobs no later than September 1, 2018 or be charged for 10 hours of volunteering at \$15.00/hour. If a family does not complete at least ten hours by May 1, 2019, they will be billed at \$15.00/hour for the hours not worked.

I/We will sign up to volunteer by 09/01/2018. or  I/We are opting out and are paying \$150.00 per child on 09/01/2018.

**Discounts:** (1) There is a 10% discount on tuition of 2 or more children attending El Rancho School full-time (daily, including morning, afternoon, and extended day care) and living together in the same household. The discount only applies when tuition is paid in advance, as to the payment terms of this agreement. The discount will be forfeited on any month the payment is received late. (2) A 4% discount is offered for prepayment for the entire regular, academic elementary school year tuition, which is limited to five students on a 1<sup>st</sup> come, 1<sup>st</sup> served basis, and is due no later than July 1, 2018. I/We understand and agree that the 4% discounted prepaid annual tuition is nonrefundable regardless of circumstances. If a student is expelled or the parent/guardian is in breach of their fiscal obligations the prepaid annual tuition will be forfeited. In accepting a child for enrollment the school assumes expenses that are not reduced by the child's withdrawal prior to or during the school year.

**Returned Checks:** There is a \$35.00 charge for all returned checks. If your check does not clear you are ineligible for the cash discount. Your credit card will be charged accordingly, and will include the late fee (\$25) and returned check fee (\$35). If we receive two returned checks within one year your tuition payments thereafter will be automatically run on your credit card between the 1<sup>st</sup> and 3<sup>rd</sup> of each month.

**Snack Ticket:** The students have two snack times daily. A snack ticket (30 snacks) may be purchased for \$30.00, cash only. Students may also purchase snacks daily for \$1.00 each. The ticket is dated when a snack is served and any unused portion will be refunded upon request.

**Elementary School Vacations: Academic school year:** The school offers high-quality Christmas and Easter camps, which are available to all school families at no additional charge. There are no tuition credits given if your child(ren) do not attend. **Summer School:** See Summer Session Registration for details.

**Refunds:** Because staff and facilities must be paid whether used or not, there are no credits or refunds for absences or illnesses.

**After 6:00 PM:** There is a \$5.00 per child late charge for children picked up after 6:00 PM, which doubles every 5 minutes or portion thereof, payable immediately. This charge is a penalty to discourage late pick-up. Parents who habitually pick up their child after 6:00 PM will be asked to disenroll.

**Drop Notice:** We require 10 school days advanced written notice to the office to drop from enrollment. You will be financially responsible for this period whether or not your child attends. In event of early withdrawal, the parent/guardian intends this payment to be liquidated damages, not a penalty.

**Modifications:** Any changes to the Fee Schedule and Fiscal Policies will be made by written notice to each parent at least 30 days before going into effect.

**Excluded:** (1) The school believes that a positive and constructive working relationship between the school and the student's parents/guardians is essential to the fulfillment of the school's mission and the progress of the student. Thus, the school reserves the right not to continue enrollment or not to re-enroll the student if the school concludes, in its sole discretion, that the action of the parent/guardian make such a positive and constructive relationship impossible or seriously interfere with the school's accomplishment of its educational purposes. (2) The school reserves the right to remove a student at any time, without prior notice, if the student's industry, progress, conduct, or influence on or off campus is not in keeping with the school's accepted standards, as determined at the school's sole discretion. (3) If information developed after the contract, but prior to the commencement of the school year, suggests the inappropriateness of attendance in the school for the student concerned, the school may withdraw an offer of enrollment and void the executed contract. (4) There will be no refund of the tuition or any fees, where such enforced withdrawal occurs and any unpaid balance is payable in full in accordance with the payment schedule. In such case the entire liability of the school is limited to the monies on deposit in the amount in excess of any outstanding balance due from prior years.

**Placement:** Placement in classrooms at El Rancho School is determined by social and academic evaluation done by the school staff. Therefore, students will be required to be evaluated by school personnel prior to enrollment in the program. The school does not guarantee placement with a specific teacher.

We do not discriminate on the basis of race, color, creed, sex, religion, national or ethnic origin.

Falsifying information on school forms or omitting important information which would significantly affect the school's ability to properly and safely serve all student's needs, would be considered grounds for dismissal, and would be at the sole discretion of the school.

Any controversy or claim, by the parent with the school, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Ass'n, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

The above policies apply equally to preschool and elementary students, both full and part-time, unless otherwise stated in this agreement.

I have read, fully understand, and agree to the above information and policies and have received a copy. I agree to pay all costs for collection of delinquent accounts, if necessary.

**Please enroll the above-named student in EL RANCHO SCHOOL.** I/We understand and accept the terms of the 2018/2019 Fee Schedule and Fiscal Policy. I/We agree to pay to the school all tuition fees and other charges that are a part of this Agreement. The parent/guardian and the students agree to be bound by the rules and regulations of the 2018/2019 K-8<sup>th</sup> Grade School Student and Parent Handbook and amendments, as may be distributed from time to time. Modifications to the handbook will be made by written notice to each family at least 30 days before going into effect. The rules and regulations in the handbook apply equally to full-time and instructional students. I/We have read and fully understood the information, rules, regulations, and policies in the 2018/2019 Elementary School Student and Parent Handbook, and have received a copy. I agree to abide by the same.

**BOTH PARENTS MUST SIGN:** \_\_\_\_\_  
(Or Guardians) Parent's Signature Parent's Signature Date

\_\_\_\_\_ February 5, 2018  
Please print child(ren)'s name(s) School Representative Date

Yes, we have downloaded El Rancho School's mobile app so that the school can contact us quickly and efficiently if there is an emergency.

Yes, we have completed the required credit card information.