



2026 - 2027

MONTHLY TUITION RATES

LEVEL I ----- \$1,287

LEVEL II ----- \$1,209

PRE-PRIMARY ----- \$1,153

PRIMARY ----- \$1,096

BI-WEEKLY TUITION RATES

LEVEL I ----- \$594

LEVEL II ----- \$558

PRE-PRIMARY ----- \$532

PRIMARY ----- \$506

FEES

NON-REFUNDABLE
APPLICATION FEE

\$100

NON-REFUNDABLE
CONTINUOUS
REGISTRATION AND
SUPPLY FEE

\$300

LATE PAYMENT FEE \$50

NSF FEE \$25

KEY FOB FEE \$15

OUT OF COMPLIANCE
FEE \$25/\$50

Application Fee

Families that would like to place their child in our waiting pool are required to pay a **\$100 non-refundable application fee**. Your child will be officially added to our waiting pool once we have received the application fee. By paying the application fee, parents acknowledge that their child is not guaranteed a space on or around their desired start date and will only be accepted into the Academy once there is a space available.

Registration and Supply Fee

Upon enrollment, parents will be charged a **\$300 non-refundable registration and supply fee**. The registration and supply fee is a continuous fee that will be charged annually in March to reserve your child's space for the upcoming school year. Families that enroll their child after February 1st will not be required to pay the registration for the upcoming school year until July.

Payment Upon Enrollment

Once a space is offered to a parent and they accept, they are required to pay the application fee (if it has not been paid) and the registration and supply fee within three (3) days. If a parent is unable to make this payment, they need to contact the Director immediately. If a parent has not input their billing information and made the required payment after three (3) days, they will forfeit the space.

All families are required to pay full tuition when a space at the Academy is offered regardless of when the child will start. This includes infants who have not been born. Spaces can be offered up to three (3) months before the space becomes available. If a space is offered to a family, they will be required to pay full tuition to reserve the space.

Payment Upon Enrollment

The tuition that you pay at the Holy Spirit Child Development Academy is to reserve your child's space for participation at the Academy. No refunds, prorates, or credits are given to accommodate individual family vacations, changes in family schedules, absences due to illness or injury, acts of God, or closures due to illness, pandemics, emergency situations, unsafe environmental conditions, or weather. Additionally, no refunds, prorates, or credits are given if you or your child need to quarantine to prevent the spread of contagion (e.g. COVID-19; RSV). By enrolling your child, you are agreeing to pay tuition and any additional fees the Academy requires for as long as your child is enrolled, regardless of the actual number of hours you and your child use the service.

Tuition is billed monthly on the 1st and due by the 5th of every month. Payments are set up online using the Brightwheel platform. Payments are set on a recurring automatic withdrawal system from the inputted debit/credit card or ACH on the billing account. All parents must be signed up for autopay to prevent continual late payments. If a parent would like to be taken off of autopay, they are required to schedule a meeting with the Director.

Please Note: By using a debit/credit card for payments, parents are responsible for paying the processing fees associated with the charges. The processing fee will be assessed at the rate of 2.7%. The Academy will cover the associated fees with ACH payments.

Families that start after a monthly or bi-weekly billing cycle will be required to pay the difference before the next billing cycle. Parents who have completed the Monthly Tuition Form will be required to make their first tuition payment five (5) days after their child's start date. The tuition amount will vary depending on when a child starts during the month. Parents who have completed the Bi-weekly Tuition Form will be required to pay one (1) week of tuition by the Thursday of their child's first week of attendance.

Late Pickup Fee

Parents are expected to pick up their child a few minutes before closing time. **A charge will be assessed at the rate of \$5.00 for any portion of the first five minutes beginning the minute the center closes at 6:00 pm, and \$1.00 per minute thereafter.** The same rate will be enforced when a child is deemed sick at school. Please see *e. Late Pickup Fee* in the Parent Handbook for additional information.

Out of Compliance Fee

An important part of parent partnership and ensuring the Academy maintains all Florida Catholic Conference and Florida Department of Children and Families regulations is providing and submitting forms in a timely manner. Parents will be charged a \$25 out of compliance fee after the first notification of the Academy being out of compliance and \$50 upon the second notice. Please see *f. Out of Compliance Fee* in the Parent Handbook for additional information.

Refunds

We will not issue any refunds after ninety (90) days. Please inform the Academy as soon as possible if there is an issue with your payment amount or if you are no longer interested in retaining a space at the Academy.

Sibling Discounts

Families will qualify for a sibling discount if more than one child in a family attends the Academy at the same time. The youngest child actively attending the Academy will pay the full tuition rate.

The next youngest child will be given a 10% discount on their full tuition rate. If three or more siblings are attending the Academy at the same time, a 15% discount will be applied to the oldest child or children. Sibling discounts are only applied to tuition.

Special Payment Plan

In the event a family cannot make tuition payments in a timely manner due to financial constraints or would like to align it with their own payment schedule, please see ***I. Special Payment Plans*** in the Parent Handbook for more information.

Annual Tuition Adjustment

The Academy operates solely on tuition. Annual tuition adjustments are effective in July of each year. Should parents complete the application or enrollment process before July 1st of any given year, they should be aware that a tuition increase will go into effect on July 1st and will not reflect the tuition rate that they have been shown previously.


Withdrawal Policy and Final Tuition Payment

A thirty (30) day written notice must be given to avoid incurring tuition fees past the date you plan to withdraw your child. You must complete the Withdrawal Notice Form or send an email to director@hscda.ptdiocese.org for the thirty (30) day notices to be valid. The Withdrawal Notice Form is available at the Holy Spirit Child Development Academy Office. Other notifications, such as verbal communication with a staff member, will not be considered valid notices. Once a Withdrawal Notice Form has been submitted, changes to an earlier date will not be accepted. Failure to give the required thirty (30) day notice will result in monetary charges for a full month's tuition, irrespective of whether the child attends or not. This allows the Academy adequate time to prepare for the child's departure from the Academy and a new family adequate time to enroll.

Once a child is officially enrolled in the Academy, families will be required to give a thirty (30) day notice and pay any associated fees regardless of whether the child has attended the Academy or not (e.g., a child enrolled for the upcoming school year).

Please Note: When sending an email with a withdrawal notice, parents are expected to include their reason for withdrawal.

You must inform the Director of the Academy if your child will be out for a period exceeding one month. Should the child not attend for a period exceeding one month without communication with the Director, enrollment will be canceled.



Parents on a monthly billing plan are required to pay the full monthly rate if their child attends past the 18th of the month. This includes notices given for the end of our academic school year in May.

Parents on a monthly billing plan who withdraw their child before the 18th of the month or on a bi-weekly plan are required to pay full tuition for the last week their child attends, regardless of when their 30-day withdrawal notice ends. For example, if a child's last day is on a Tuesday, they are still required to pay the full tuition rate for the entire week.

Please see the *III. Fees* and *IV. Financial Policies* sections in the Parent Handbook for all information regarding payments and billing at the Holy Spirit Child Development Academy.