



# Alma Bella Academy

2024-2025 ENROLLMENT FORM

PART-TIME

Parent(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Student Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Part-time is perfect for families who want their child(ren) to enroll less than five days a week. Parents choose the days of the week they would like their children to attend, Monday through Friday. Students can enroll one day a week up to four days a week. Enrollment in this plan is by semester or year.

Tuition rates:

Drop-In Rate: \$12.50/ph (no commitment, enrollment based on availability)

Semester/Year Enrollment Rate: \$10/ph (enrollment guaranteed). Spring enrollment is based on 24 weeks.

Enrollment Dates: Monday, Tuesday, Wednesday, Thursday, Friday, or a combination of days.

- January 6, 2024 - May 30, 2025
  - Spring: Monday (17 days), Tuesday (20 days), Wednesday (20 days), Thursday 18 + 2 half days, Friday (17 days + 2 half days)

Attendance and Punctuality:

The pick-up time is no later than 6:00 pm. A \$1 per minute late fee will be charged on Friday for any late pick-up from the week. If you are late, please text (804)920-7053. Please also text that number to report a student's absence for the day.

Additional Fees: For insufficient funds or late payments, a 10% fee of the outstanding balance will be charged.

Curriculum:

- Students will receive homework help and tutoring services while at the academy.
- Dr. Graves will monitor grades and assignments to ensure that work is completed. Dr. Graves will also contact teachers (pending consent letter) directly if a student has missing or incomplete work.
- Dr. Graves will inform parents if there are any academic issues she is made aware of.
- At the academy, students can learn the basics of painting, pottery, crocheting, jewelry making, and sewing.
- Students will also have an opportunity to complete a variety of STEAM projects.
- Outdoor activity: Students can play outdoor games and participate in team sports outside daily, weather permitting.

Optional Services:

- Initial Diagnostic Test: \$100 (yearly)
- Weekly Curriculum Fee: IXL Curriculum and academic monitoring. (Students can access the IXL curriculum at home and the academy). Fee can be paid weekly (\$10), monthly (\$42) per month, or Spring Semester (\$210).
- Monthly Curriculum Agenda & Gratitude Journal: \$10 can be paid monthly or semester \$50.

 @almabellaacademy

 debigraves@almabellaacademy.com

 www.almabellaacademy.com

 804-667-6933

 Text: (804) 920-7053



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#### Code of Conduct and Discipline:

- Please complete the student registration form/behavior contract before enrollment. Students who violate Alma Bella's code of conduct may be subject to disciplinary consequences.
- Discipline consequences include parent conferences, suspension from the academy for a specific period, or, in extreme cases, the student may be expelled and not permitted to return.
- During the period of suspension and/or expulsion, parents will still be required to fulfill their financial commitments for the remainder of their contract.

#### Health and Safety:

- If your child is sick or has a fever, please do not send them to the academy.

**Withdrawal and Termination:** Your tuition rate is based on a 20% discount for the semester or year. Your commitment for the semester or year guarantees your child's spot at Alma Bella Academy. Parents who withdraw their child mid-semester/year will still be expected to fulfill their financial commitments. If you are unsure if you can meet this commitment, please sign up for our drop-in payment plan.

**Spring 2025 Tuition:** Circle which plan you prefer.

#### Weekly Tuition Payment Plan:

- Enrolled Student Tuition: (Semester Commitment: rates reflect a 20% discount for full-time enrollment):
  - Middle School: Monday: \$680, Tuesday: \$800, Wednesday: \$800, Thursday: \$860, Friday: \$820
  - Elementary School: Monday: \$340, Tuesday: \$400, Wednesday: \$400, Thursday: \$430, Friday: \$410
- Drop-in Student Tuition:
  - Drop-in Students (No Commitment/Cancel at any time)
  - Middle School: Monday: \$850, Tuesday: \$1,000, Wednesday: \$1,000, Thursday: \$1,075, Friday: \$1,025
  - Elementary School: Monday: \$425, Tuesday: \$500, Wednesday: \$500, Thursday: \$537.50, Friday: \$512.50

#### Monthly Tuition Payment Plans:

- Enrolled Student Tuition: (Semester Commitment: rates reflect a 20% discount for full-time enrollment):
  - Middle School: Monday: \$680, Tuesday: \$800, Wednesday: \$800, Thursday: \$860, Friday: \$820
  - Elementary School: Monday: \$340, Tuesday: \$400, Wednesday: \$400, Thursday: \$430, Friday: \$410
- Drop-in Student Tuition:
  - Drop-in Students (No Commitment/Cancel at any time)
  - Middle School: Monday: \$850, Tuesday: \$1,000, Wednesday: \$1,000, Thursday: \$1,075, Friday: \$1,025
  - Elementary School: Monday: \$425, Tuesday: \$500, Wednesday: \$500, Thursday: \$537.50, Friday: \$512.50

#### Semester Tuition Payment:

- Enrolled Student Tuition: (Semester Commitment: rates reflect a 20% discount for full-time enrollment):
  - Middle School: Monday: \$680, Tuesday: \$800, Wednesday: \$800, Thursday: \$860, Friday: \$820
  - Elementary School: Monday: \$340, Tuesday: \$400, Wednesday: \$400, Thursday: \$430, Friday: \$410
- Drop-in Student Tuition:
  - Drop-in Students (No Commitment/Cancel at any time)
  - Middle School: Monday: \$850, Tuesday: \$1,000, Wednesday: \$1,000, Thursday: \$1,075, Friday: \$1,025
  - Elementary School: Monday: \$425, Tuesday: \$500, Wednesday: \$500, Thursday: \$537.50, Friday: \$512.50



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Optional Program Fees: Check items you want to include with your tuition.

Initial Diagnostic Test (one-time yearly fee): \$100

Curriculum Fee: \$10 per week (students can access the IXL program at home and the academy). Fee can be paid weekly, monthly, or Semester.

Weekly \$10,  Monthly \$50,  Semester \$210

Monthly Curriculum Agenda & Gratitude Journal: Fee can be paid monthly or Semester.

Monthly \$10,  Semester \$50

Payment schedule: Payment can be made in full, or a card can be placed on file. Cards will be charged regardless of attendance.

Payment schedules can be weekly (Monday), monthly (1st), or Semester (1/6/2025). Please indicate which plan you would prefer below.

Amount to be charged:

\_\_\_\_\_ Weekly (Cards will be charged each Monday for 24 weeks.)

\_\_\_\_\_ Monthly (Cards will be charged on the first of the month for 5 months.)

\_\_\_\_\_ Semester

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

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Parent/Legal Guardian

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