



Dear Prospective Key Point Christian Academy Family,

We are pleased that you are considering Key Point Christian Academy as a partner in your child's educational process.

Key Point Christian Academy offers a contemporary academic program built on high standards with an inviting and supportive environment where children develop critical thinking skills, creative problem-solving skills, and are motivated to succeed. Our mission is to cultivate an atmosphere that challenges and empowers children to achieve academic and personal goals while building self-confidence in a safe and positive Christian environment.

Key Point Christian Academy's vision is to guide each student's unique talents and abilities down a strong academic path. We facilitate a teaching environment that offers an innovative and interactive approach to Christian-based character development and cognitive growth. Key Point Christian Academy strives to build leadership skills in every child, and prepare our students to be constructive members in our society.

To ease the admissions process, below is a list of all the forms and steps that need to be completed:

### **Visit Our School**

- School tours are available with an appointment. Call (786)-546-1078 or email us [admissions@keypointschools.com](mailto:admissions@keypointschools.com)

### **Preschool Admissions Process | Toddler 18-Months to Kindergarten**

- Preschool-Kinder Teacher recommendation letters from the student's current school
- Register for an Observation (observations are required for all incoming students Pre K3 to Pre K4)

### **Academy Admissions Process | 1st to 8th Grade**

- Official transcripts (minimum two previous academic years)
- A copy of the most recent report card
- Recommendation letters from the student's current school (principal/counselor, math and language art teacher)
- Register for admissions test and interview (academic test is required for all incoming students)

### **Online Registration Forms**

- Fees and Tuition Agreement
- Tuition and Food Refund Plan
- Application Form
- Emergency Form
- Pick-Up Authorization Form
- Photography and Video Permission Form
- Payment Authorization Form (Credit Card or ACH Debit)
- Registration Acknowledgment Form

### **Other Requirements (Please send all additional documents to [admissions@keypointschools.com](mailto:admissions@keypointschools.com))**

- Copy of the Birth Certificate
- Copy of both parent/guardian identification (picture ID or passport)
- Florida's Certification Immunization and Physical Records (Form 680 and 3040)

We look forward to staying in touch with you and if we can be of further assistance regarding the admissions process, please do not hesitate to contact us.

Admission Department  
Key Point Christian Academy  
609 Brickell Ave.  
Miami, FL 33131

Admissions: (786) 546-1078 | E: [admissions@keypointschools.com](mailto:admissions@keypointschools.com) | W: [www.keypointschools.com](http://www.keypointschools.com)  
School's front office: (305) 755-9258



# PRESCHOOL - KINDERGARTEN FEES AND TUITION AGREEMENT

	Registration Fee	Plan A (x1)	Plan B (x2)	Plan C (x11)
<b>PRESCHOOL Full-Time Toddler 18-Months to Pre-K4</b>				
8:45 a.m. - 3:30 p.m.	\$1,288.00	\$15,048.00	\$15,884.00 \$7,942.00	\$16,720.00 \$1,520.00
<b>ELEMENTARY - Kindergarten</b>	\$1,560.00	\$18,642.00	\$19,677.00 \$9,839.00	\$20,713.00 \$1,883.00
8:45 a.m. - 3:30 p.m.				
<b>ORGANIC FOOD PLAN (Mandatory)</b>		\$2,200.00	\$1,100.00	\$200.00

- **10% SIBLING DISCOUNT ON THE SECOND AND THIRD CHILD**

## PAYMENT PLANS DUE DATES

Plan A - 10% discount already included (**1 full payment DUE UPON REGISTRATION**)

Plan B - 5% discount already included (**2 semester payments due 07/01/23 and 01/01/24**)

Plan C (**11 payments due 07/01/23 through 05/01/24**)

- In consideration of the acceptance of this contract/agreement and the enrollment of a student in Key Point Christian Academy for the entire 2023-2024 school year. I understand and agree that once this agreement has been signed and registration has been processed and paid, I am liable for the entire school year's tuition payments and fees if the Tuition and Food Protection Plan has been declined.
- Prorated Tuition and Food fees will not be granted.
- The Tuition and Food Protection Plan is voluntary and available at the time of the registration process by paying the annual fee.
- Fees and Tuition payment plans cannot be changed or modified after registration forms have been received and/or processed.
- The current contract/agreement begins on July 1, 2023, through May 1, 2024. For late enrollments, the contract/agreement will end until June 1, 2024.

## LATE FEES AND PAYMENT NOTES

- Unpaid balances after the 5th of each month: \$50.00 late fee. Additional \$100.00 late fee after the 15th of each month.
- Returned checks penalty: \$50.00. After two returned checks during the school year, payments shall be made with a certified check, money order, or credit card.
- Any overdue account balance after 90 days will be sent to RFGI, our third-party collections agency. Collection fees will be added to your account.
- Classes will be interrupted due to late/non-payment of tuition and fees as stated in the parent handbook.

## **PRESCHOOL ADDITIONAL FEES (All additional fees including registration fee are non-refundable and due upon registration)**

Preschool Materials	\$625.00 (Due upon registration)
Year Memories	\$95.00 (Due upon registration - per child)

## **KINDERGARTEN ADDITIONAL FEES (All additional fees including registration fee are non-refundable and due upon registration)**

Academic Materials	\$530.00 (Due upon registration)
Technology Fee	\$572.00 (Due upon registration)
Year Memories	\$95.00 (Due upon registration - per child)

## **STUDENT SUPPORT PROGRAMS (Kindergarten - 8th Grade)**

ESL (English as a Second Language)	\$580.00 (Monthly payments as needed from September to May)
Excelling Program (Language Arts)	\$472.00 (Monthly payments as needed from September to May)
Excelling Program (Math)	\$472.00 (Monthly payments as needed from September to May)

## **MONTHLY EARLY & AFTER CARE**

\$230.00 - 5 Days Early Care from 8:00 a.m.- 8:45 a.m. (10 monthly payments from August to May)

\$330.00 - 5 Days After Care from 3:45 p.m.- 6:00 p.m. (10 monthly payments from August to May)

- For students that are not enrolled in the monthly after care program, a late pick-up fee will apply after dismissal time.
- For students from Pre-K2 to Kinder, a late pick-up fee of \$36.00 then \$1.00 per minute will apply for anyone arriving after 3:35 p.m.
- For students that are enrolled in the monthly after care program a late pick-up fee will apply at 6:01 p.m. of \$36.00 then \$1.00 per minute.

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## ELEMENTARY - MIDDLE SCHOOL FEES AND TUITION AGREEMENT

	Registration Fee	Plan A (x1)	Plan B (x2)	Plan C (x11)
<b>ELEMENTARY 1ST - 5TH GRADE</b> 8:15 a.m. - 3:45 p.m.	\$1,560.00	\$18,642.00	\$19,677.00 \$9,839.00	\$20,713.00 \$1,883.00
<b>MIDDLE SCHOOL 6TH - 8TH GRADE</b> 8:15 a.m. - 3:45 p.m.	\$1,575.00	\$18,840.00	\$19,886.00 \$9,943.00	\$20,933.00 \$1,903.00
<b>ORGANIC FOOD PLAN (Mandatory)</b>		\$2,200.00	\$1,100.00	\$200.00

- **10% SIBLING DISCOUNT ON THE SECOND AND THIRD CHILD**

### PAYMENT PLANS DUE DATES

Plan A - 10% discount already included (**1 full payment DUE UPON REGISTRATION**)

Plan B - 5% discount already included (**2 semester payments due 07/01/23 and 01/01/24**)

Plan C (**11 payments due 07/01/23 through 05/01/24**)

- In consideration of the acceptance of this contract/agreement and the enrollment of a student in Key Point Christian Academy for the entire 2023-2024 school year. I understand and agree that once this agreement has been signed and registration has been processed and paid, I am liable for the entire school year's tuition payments and fees if the Tuition and Food Protection Plan has been declined.
- Prorated Tuition and Food fees will not be granted.
- The Tuition and Food Protection Plan is voluntary and available at the time of the registration process by paying the annual fee.
- Fees and Tuition payment plans cannot be changed or modified after registration forms have been received and/or processed.
- The current contract/agreement begins on July 1, 2023, through May 1, 2024. For late enrollments, the contract/agreement will end until June 1, 2024.

### LATE FEES AND PAYMENT NOTES

- Unpaid balances after the 5th of each month: \$50.00 late fee. Additional \$100.00 late fee after the 15th of each month.
- Returned checks penalty: \$50.00. After two returned checks during the school year, payments shall be made with a certified check, money order, or credit card.
- Any overdue account balance after 90 days will be sent to RFGI, our third-party collections agency. Collection fees will be added to your account.
- Classes will be interrupted due to late/non-payment of tuition and fees as stated in the parent handbook.

### ELEMENTARY - MIDDLE SCHOOL (All additional fees including registration fee are non-refundable and due upon registration)

Academic Materials	\$530.00 (Due upon registration)
Technology Fee	\$572.00 (Due upon registration)
Year Memories	\$95.00 (Due upon registration - per child)

### STUDENT SUPPORT PROGRAMS (Kindergarten - 8th Grade)

ESL (English as a Second Language)	\$580.00 (Monthly payments as needed from September to May)
Excelling Program (Language Arts)	\$472.00 (Monthly payments as needed from September to May)
Excelling Program (Math)	\$472.00 (Monthly payments as needed from September to May)

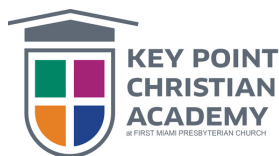
### MONTHLY EARLY & AFTER CARE

\$230.00 - 5 Days Early Care from 8:00 a.m. - 8:15 a.m. (10 monthly payments from August to May)

\$330.00 - 5 Days After Care from 4:00 p.m. - 6:00 p.m. (10 monthly payments from August to May)

- For students that are not enrolled in the monthly after care program, a late pick-up fee will apply after dismissal time.
- For students from 1st to 8th Grade, a late pick-up fee of \$36.00 then \$1.00 per minute will apply for anyone arriving after 3:55 p.m.
- For students that are enrolled in the monthly after care program a late pick-up fee will apply at 6:01 p.m. of \$36.00 then \$1.00 per minute.

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# TUITION AND FOOD PROTECTION PLAN

The Tuition and Food Protection Plan is a unique form of coverage that provides families with the opportunity to protect their tuition investment in Key Point Christian Academy. The Undersigned understands and agrees that the Student is enrolled for the entire school year and the Undersigned becomes liable for the entire year's tuition upon the signing of the Fees and Tuition Agreement.

## PLAN COVERAGE:

- The right to coverage becomes effective upon registration for families that accept the Tuition and Food Protection Plan and pay the respective annual fee.
- Key Point Christian Academy will refund unused paid Tuition and Food fees for Plan A and Plan B contracts/agreements if canceled within 30 days of written notice.
- Plan C payment plan coverage allows the Undersigned to withdraw from the contract, without penalty, with 30 days of written notice detailing the reason for the student's withdrawal, along with proper documentation.
- If the Tuition and Food Protection Plan is elected and 30 days written notification of withdrawal is submitted to the Admission department, no penalty will be incurred on any payment plan.
- Coverage is effective at the moment of purchase (registration process) and expires on the last day of the current contract/agreement.

## TERMS / CONDITIONS:

- A penalty equivalent to one month's tuition (Plan C tuition prices) will be incurred if the Tuition and Food Protection Plan is elected but failure to provide the 30 day written notice is not received.
- Any student that withdraws from the program prior to the first day of the contract/agreement will incur a penalty of one month's tuition (Plan C tuition prices), applicable to all payment plans.
- The written notice must detail the reason for the student's withdrawal, along with proper documentation.
- If the undersigned declines the Tuition and Food Protection Plan and withdraws from the contract, a penalty of two months' tuition (Plan C tuition prices) will be incurred and due during the withdrawal process.
- Selecting not to take the Tuition and Food Protection Plan waives any refund, for any reason.
- Registration, preschool supplies, academic materials, technology, and year memories fees are non-refundable.
- Prorated Tuition and Food fees will not be granted.
- The current contract/agreement begins on July 1, 2023, through May 31, 2024.
- For late enrollments, the contract/agreement will end until June 1, 2024.
- The Tuition and Food Protection Plan fee cannot be applied toward any other fees.
- The Tuition and Food Protection Plan is non-transferable between students or families.
- The Tuition and Food Protection Plan is required to be purchased during the registration process.
- No changes/modifications to the payment plan after the registration forms have been received and processed.
- Any discount given at the time of registration is voided and will be due during the withdrawal process.
- If the student is absent or expelled, Key Point Christian Academy will not refund any amounts paid and the Undersigned remains responsible for the entire school year's tuition and food fees.
- In the event that Key Point Christian Academy must be closed for any circumstances, the Administration will attempt to accommodate the needs of the children's education, until the end of the current school year's contract/agreement.
- In the event that the school must have its campus closed for more than two weeks, our educational program will continue with distance learning until campus classes resume and the undersigned will be responsible for full tuition payments as scheduled until the end of the contract/agreement.
- Any overdue account balance after 90 days will be sent to RFGI, our third-party collections agency. Collection fees will be added to your account.
- Refunds are only applicable for Plan A or Plan B if the Undersigned has elected to accept and purchase the Tuition and Food Protection Plan.

## PERIOD OF COVERAGE

The policy is effective at the moment of purchase (registration process) and expires on the last day of the current contract/agreement.

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# TUITION AND FOOD PROTECTION PLAN

## CLAIMS

Key Point Christian Academy will issue a reimbursement check following the written notice to school officials. The reimbursement check will be ready in 45 days after (even if the Undersigned selected a credit card or ACH as a form of payment) the written withdrawal request was sent to the admission officials at [admissions@keypointschools.com](mailto:admissions@keypointschools.com)

## COST

### Payment Plans

Plan A

Plan B

Plan C

### Tuition and Food Protection Plan Fees

\$735.00 (Due upon registration)

\$580.00 (Due upon registration)

\$420.00 (Due upon registration)

## DEFINITIONS

The Undersigned is the person who has signed the contract/agreement and is responsible for the payment of the school tuition, food plan, and additional fees.

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