

## CLASS DAYS & HOURS

- Half Day AM 9a - 12p
- Half Day PM 1p - 4p
- Full Day 9a - 4p
- Lunch Bunch 12p - 1p
- Extended Day 8a - 5p
- Extended AM 8a - 9a
- Extended PM 4p-5p/6p

### 5 DAYS A WEEK OPTIONS

- Half Day AM - MORNINGS
- Half Day PM - AFTERNOONS
- Full Day
- Extended Day
- Extended AM
- Extended PM

### PART TIME OPTIONS

- 2 Days - Tue/Thur
- 3 Days - M/W/F
- AM/PM Options
- Lunch Bunch - Add On Daily
- Extended AM - Add On Daily
- Extended PM - Add On Daily

## MAKE UP DAYS & MOVING DAYS

- If you miss a day, with proper notice, you can make that day up.
  - Based on availability amount of notice time given, some days may not be an option.
  - **5 FULL DAYS A WEEK - All scheduled holiday closure camps NO ADDITIONAL CHARGE.**
  - **5 HALF DAYS A WEEK - Add on PM class available.**
  - PART TIME\*\* - Based on availability and notice time given.
- \*\*Scheduled holiday closures not an option.

## HOW TO CONTACT

- Submit your planned absence and make up day request:
- **Texting Parent Line - 503.462.2245**
- Email - support@peakeacademy.com
- Phone available when not with children or families - 503.675.7529
- Texting is the best option for scheduling, running late, & updates

## PARENT ACCOUNTS ONLINE REGISTRATION

- Parents will create an on-line account and enroll in the Peake Academy auto pay system. Family specific account details are available to view here at any time.
- Tuition is charged on the 25th day of the current month to be applied towards tuition for the following month.

## ADDITIONAL CHARGES HOT LUNCHES, EXTENDED HOURS, CAMP DAYS, ETC.

- Billed the first week of the following month.
- Late Payment \$25 applied if tuition is not received by the first of the month.
- NSF check has a bank fee of \$35 we will need to pass on to the parent.

## EXTENDED PICK UP FEES \$20 EACH 10 MIN BLOCK AFTER 12P/1P/4P/5P

- Running late? No problem! Your account is automatically charged.

## EARLY WITHDRAWAL IF YOU NEED TO LEAVE MID SCHOOL YEAR

- A 30 day notice is required.
- We are unable to pro-rate tuition if you leave mid-month.
- Annual fees are not refunded.

## PARENT FOUNDATION CLASSROOM & TEACHER SUPPORT

- Throughout the year our school will hold several fundraising opportunities to benefit our classrooms and teaching team. We do so in order to maintain a quality of life standard for our teachers without large increases in tuition. This supports teachers paid days off, planning time, required training time, and more. Allowing our school to attract and maintain professional teachers.
- Picture Day, Specialty Items, Book Fair, Photo Keepsakes, Keepsake Projects, Keepsake Art, Parent Socials, Parent Auction,

## MISSED DAY/S POLICY MAKE UPS WITH NOTICE

- No tuition refunds/credits. However, with at least 24 hour notice parents can switch to another day or add on additional time to make up for the absence. If full time no school day camps are no additional charge.

## MEMBERSHIP PLAY BOUTIQUE

- Peake Academy families have access to all of the Play Boutique amenities and events. Discounts on parties and free play for friends.