



# LIBERTY CHRISTIAN ACADEMY

December 21, 2011

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*Date Received in LCA Office*

Dear Parents,

January is re-enrollment month for our Liberty Christian Academy family. During this time we look forward to receiving your information for the 2012-2013 school year. We make classroom and staffing decisions based upon these January re-enrollment numbers.

We will make sure your child has a classroom seat when the following items are received in our office by January 31, 2012:

Signed re-enrollment form

FACTS Payment Option Form (signed and completed)

Non-refundable \$50 (per student) re-enrollment fee

If received after the January 31<sup>st</sup> due date, the fee will be \$100 per student.

Enclosed is the revised tuition policy for the 2012-2013 school year. Please note:

- Re-enrollment fees have not increased.
- Book fees have not increased.
- Book fees are added to the annual tuition amount through FACTS.
- Book fees for annual/semi-annual payments and Ed Choice families are billed separately and are due August 1.
- PK-12th grade tuition has increased slightly (\$100).
- Extended Care fees have not increased and are due upon receipt. The privilege of Extended Care may be revoked if account is not kept current.

If you plan to enroll a new sibling, you may do so during this January re-enrollment time. Please stop by the office to pick up an enrollment packet. If that sibling is eligible for the Ohio Ed Choice program, there is an additional application to complete. In order for enrollment to be complete we must have the student application form, a copy of the birth certificate, a record of immunizations (medical statement signed by physician for PK), documentation of custody (if applicable) and the \$200 non-refundable application fee. If you have any questions regarding new applications or re-enrollments, please contact the school office.

Mrs. McIlrath, Administrator

Student's Name

Grade Entering (2012-2013)

Not Returning

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*Parent's Signature / Date*

\_\_\_\_\_  
*Email Address for Confirmation*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip*

*Revised 12/11 TP*

***"Take fast hold of instruction; let her not go: keep her; for she is thy life." Proverbs 4:13***