



Church After School Association, Inc.  
213 W. Main Street Suite 230  
Tupelo MS 38804  
662-842-3887

Dear Parent(s):

C.A.S.A. has received your online registration. Please read below to see if you have further business to take care of in preparation for the Summer Program, which starts May 29th. We are happy you have chosen C.A.S.A. for your child(ren) summer care.

Because of vacations, visiting family, camps, etc., summer is a busy time for families. Parents don't always require childcare every week. We understand the need for flexibility and for that reason we offer our "Pick Your Weeks" policy during the summer months. Unlike most after school or summer programs, this policy allows parents to choose the specific weeks needed for childcare throughout the summer, without the need to pay for weeks where childcare won't be necessary. The "Pick Your Weeks" registration form is due May 1st, 2018. If the "Pick Your Weeks" form is not submitted by the given deadline, your child's spot in the Summer Program will be forfeited. You will be charged for the weeks you specify on your "Pick Your Weeks" registration form. If you need to make changes to forms already submitted, you may do so without being charged as long as a **FULL TWO WEEKS NOTICE** has been given to the C.A.S.A. Office. C.A.S.A. Site personnel will NOT amend any "Pick Your Weeks" forms. **Remember: A FULL TWO WEEKS NOTICE** must be submitted to our C.A.S.A., Inc. Office via e-mail at [Office@casatupelo.comcastbiz.net](mailto:Office@casatupelo.comcastbiz.net).

**Scholarship:** To apply for a scholarship, go to the website: [www.casatupelo.org](http://www.casatupelo.org) and download the scholarship form from the "Resources" tab. Please take care of this as soon as possible to activate it by the first day of summer. It is a very thorough form and will require your most recent tax return and three months worth of your most recent check stubs. Also, verification of all expenses will be required with receipts and invoices.

**ACH:** If you would prefer drafting your tuition this summer, download the **ACH Draft Form** from the [casatupelo.org](http://casatupelo.org) website. Fill out this form and send it along with a voided check. Please take care of this right away so it will be in place by the first day of summer. **If you are a past ACH participant, your information will be on file.** You can either fax this to our number at 662-823-7436, send by mail, turn into a C.A.S.A. church site or turn it into the C.A.S.A. office.

**Pre-Payment Option:** If you do not want to use the ACH draft payment option, you will automatically be expected to pay in advance. The tuition pre-pay payment schedule is attached for your convince. If payments are made after the due date, a late fee of \$20 will be charged and C.A.S.A. staff will not allow your child(ren) to return until payment has been made.

**If you have any questions about the above information, please call or come by the C.A.S.A., Inc. Office. We are looking forward to a great summer with your children!**

**REMEMBER TO MAKE A COPY OF THIS DOCUMENT FOR YOUR RECORDS!**

**“Pick Your Weeks” Summer Schedule/Weekly Cost**  
**Please return this form by May 1<sup>st</sup>, 2018**

**Child’s Name:** \_\_\_\_\_

**Grade (completing Spring 2018):** \_\_\_\_\_

**Parent’s Email:** \_\_\_\_\_

The following is a list of C.A.S.A.’s 2018 Summer Weeks. Please place an “X” on the weeks you **NEED** childcare. If this form needs to be amended after submission to the C.A.S.A. Office, please contact the office by phone or email. To avoid being charged for amended week(s), you **MUST** submit your change through email at least **TWO WEEKS** in advance. (i.e. Sunday-Sunday is 1 week) You can email the office at: [office@casatupelo.comcastbiz.net](mailto:office@casatupelo.comcastbiz.net).

To avoid parents registering their child for every week, only to end up canceling every week, we will not allow more than **TWO** cancelations per child. We have a student waiting list and wish to give as many opportunities as possible to parents in need of childcare this summer. By signing up for every week, and then cancelling when convenient for you, you are taking a spot away from a child in need.

\_\_\_\_\_ Week 1 May 28th-June 1st (\$76/\*\*\$60)

**(We are closed May 28th in observance of Memorial Day)**

\_\_\_\_\_ Week 2 June 4th-8th (\$95/\*\*\$75)

(Vacation Bible School Week @ Harrisburg & Calvary Baptist Church)

\_\_\_\_\_ Week 3 June 11th-15th (\$95/\*\*\$75)

\_\_\_\_\_ Week 4 June 18th-22nd (\$95/\*\*\$75)

\_\_\_\_\_ Week 5 June 25th-29th (\$95/\*\*\$75)

\_\_\_\_\_ Week 6 July 2nd-6th (\$76/\*\*\$60)

**(We are closed July 4th in observance of Independence Day)**

\_\_\_\_\_ Week 7 July 9th-13th (\$95/\*\*\$75)

\_\_\_\_\_ Week 8 July 16th-20th(\$95/\*\*\$75)

(Art Camp for 1st-3rd graders, parents must register and space is limited)

\_\_\_\_\_ Week 9 July 23rd-27th(\$95/\*\*\$75)

(Art Camp for 4th-6th graders, parents must register and space is limited)

\_\_\_\_\_ Week 10 July 30th- August 3rd (\$95/\*\*\$75)

**Please circle  
your payment  
method for  
Summer.**

**ACH  
OR  
PRE-PAY**

**See Summer  
Payment Calendars  
on website**

**[www.casatupelo.org](http://www.casatupelo.org)**

(Weekly Tuition Amount \*\*the second cost is for additional children)

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# Summer Pre-Paid Payment Methods

## Pre-Pay Payment Option

Pre-Pay due dates are listed below and a \$20 Late fee will be applied if payment is not received on/before the following due dates. If your child(ren) are not in attendance when payment is due, you are still responsible for making sure payment is made on/before the given date.

<b>Week #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Due by</b>	5/18	5/25	6/1	6/8	6/15	6/22	6/29	7/6	7/13	7/20

## Monthly Payment Option

Monthly due dates are listed below. A \$20 late fee will be applied if payment is not submitted on/or before the following due dates.

Weeks 1/2/3/4/5 of Summer C.A.S.A. is due on or before May 25th.

Weeks 6/7/8/9 of Summer C.A.S.A. is due on or before June 29th.

## ACH Drafting

This form of payment is for parents who choose to have their 2018 Summer tuition drafted on Wednesday of each week that you have registered for your child(ren) to attend.

Mail any payments to:

Church After School Association, Inc.  
213 W. Main Street, Suite 230  
Tupelo, MS 38804

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