



Continuous Enrollment Reminder

Last spring, all returning families signed one **continuous enrollment contract** that keeps their children enrolled automatically, or until they say otherwise, with no need to complete re-enrollment contracts each year.

Your child will remain enrolled in school each year until high school graduation, or you opt-out. If you know that your child will not be returning for the 2021-2022 school year, please complete a written notice of withdrawal and submit it to the Admissions Office (jcanzano@jp.dfrcs.org) no later than May 15.

Due to the opt-out and not opt-in model, the school must establish a date whereby staffing and scheduling can be reliably determined. Once a continuous enrollment contract has been signed, **students who withdraw (opt-out) after May 15 will be assessed a late withdrawal fee of \$500**. Families who submit a notice of withdrawal before May 15 will not incur this fee.

Next steps:

Verify Family Information

Please visit the FACTS SIS Family Portal to review/update family information. Click [here](#) for login.

Complete Supplemental Forms

By logging into the FACTS SIS Family Portal above, you will be asked to review and update your family information. In addition to verifying this information, the system will ask you to establish or change:

- Emergency contacts/authorized pickups
- Electronically sign a media release waiver
- Electronically sign an internet acceptable use policy form, and
- Upload any new medical information

Tuition Payment

Tuition payments begin June 1. Your current payment option will continue for the 2021-2022 school year. If you would like to make a change, please contact Margaret Keras, Student Accounts Coordinator at mkeras@jp.dfrcs.org.

Over the next several weeks the school will be working to update your FACTS account with 2021-2022 tuition amounts. Once this is complete a verification email will be sent

to the email address on file. When you receive this email it is important to check your FACTS account to verify the accuracy of the information.

The tuition payment options for the 2021-2022 are:

Payment in Full

- Due on June 1.
- Automatic withdrawal from a checking/savings account or credit cards are accepted – a 2.85% convenience fee is assessed by FACTS for credit card payments.
- You may elect to receive an “Invoice” from FACTS. When choosing this option you can make a one-time payment online or over the phone or mail a check directly to FACTS.
- There is a \$20 enrollment fee per family assessed by FACTS.

Monthly Payments

- 12 months, beginning in June, 2021 and ending in May, 2022.
- Payments can be made on the 5th or 20th of each month.
- Automatic withdrawal from a checking/savings account is required.
- There is a \$50 enrollment fee per family assessed by FACTS.