



Dear Parents,

Welcome to the 2023-2024 School Year! This letter contains very important information to get students and families off to the best start. This letter provides information about establishing financial accounts, tuition setup, late fees, daily lunch fees, uniforms, medical information requirements, administrative paperwork requirements, the mandatory open house, and a few additional items. Please carefully review the following:

#### Financial Accounts

All students will have financial accounts through Brightwheel. Parents will receive a financial and profile account invitation via email with applicable links from Brightwheel by **July 9<sup>th</sup>**. Parents will need to login to set up financial accounts. All tuition and fee payments are required to be paid through your student's financial account. Accounts not set up on time or tuition and fees not received by July 20<sup>th</sup> will incur a \$25.00 late fee. Brightwheel provides account specialists to assist with account set up and any other questions families may have regarding student accounts. AIP staff will not be able to advise on the "how to" for financial accounts. The account specialist contact information is provided in the invitation you will receive from Brightwheel and assistance is also located in the app under "help."

#### Tuition and Fees

Tuition is due by the 20<sup>th</sup> of each month. The first payment for the 2023-2024 school year is due on **July 20<sup>th</sup>**. All initial applicable fees are due on July 20<sup>th</sup>. Any subsequent monthly fees are due on the 20<sup>th</sup> of each month. The last tuition payment is due April 20<sup>th</sup>, 2024. **\*Please Note: Fees may not be discounted and are added onto the baseline tuition payment.**

#### Enrollment Forms

All students must have all required enrollment forms completed prior to the **August 7<sup>th</sup>** start date. Parents will receive a link to complete enrollment forms beginning **July 3<sup>rd</sup>**. The first form you need to complete is the **TUITION AGREEMENT FORM by July 10<sup>th</sup>**. This form establishes your billing cycle for the year. Failure to complete the form will result in your family's financial account being set at the upper most rate. Please note if you choose any of the

discount options, your financial account will not be set up with that discount until all verification information has been submitted. You will be prompted on when to send in verification through Brightwheel. Students that do not have all of the proper enrollment documentation in their file, will not be admitted to class until all forms are completed. \*Please check all email accounts, to include the junk file, that you have associated with your family's Brightwheel account for the enrollment form link. Each student enrolled will have an individual set of enrollment forms.

### Meal Fees

All tuition rates are set based on participation or non-participation in the lunch program. The daily meal rates, for students not on a meal-based tuition plan are as follows:

Breakfast=\$3.75 per day, Lunch=\$4.75 per day

### Uniforms

Uniform options are discussed in detail in the student handbook and descriptions are available on the AIP website. Please review both areas so students are dressed in the proper attire throughout the school year. Although we love individual creativity, students are not authorized to wear attire outside of the established dress code for their grade level. AIP's uniform noncompliance grace period ends on September 5, 2023. **After the grace period all students will be subject to uniform infractions.** Click below for uniform information:

<https://www.angelsinprogressacademy.com/uniformanddresscode>

### Additional Supplies

Please use the link below for additional supplies not covered by the AIP fees. Please drop items off during Sneak A Peek or on the student's 1st day of school. **\*Please note tablets and laptops are required for certain grades this academic year.**

<https://www.angelsinprogressacademy.com/supply-list>

### Academic Calendar

<https://www.angelsinprogressacademy.com/academic-calendar>

### Medical Updates

All students are required to have an up-to-date immunization and hearing screening on file as well as their birth certificate. All students attending AIP for the 2023-2024 school year are

required to have these documents on file by **August 30, 2023**. Parents will receive a document request message from Brightwheel. The request will contain all instructions to upload the required medical records. Students that do not have proper documentation after this date will not be permitted to class until the proper paperwork is received. If you encounter issues, please use the Brightwheel onboarding specialist's help button provided on the website or in the app. Please review the requirements below:

1. Birth Certificate
2. Form 3231 (Certificate of Immunization **not dated before 8/2022**)
3. Form 3300 (Ear, Eye, & Dental Certificate **not dated before 8/2022**) \*K5-5th Grade Applicants Only\*

### Open House

The 2023-2024 Sneak A Peak on **August 3, 2023 is Mandatory**. We ask that parents or guardians that will oversee the student's academic year attend this Sneak A Peak. The Sneak A Peak is an opportunity for parents/guardians to hear from the administration team and teachers on policies, procedures, and expectations. Parents will also receive information not covered in this welcome letter, the handbook, or online. Open house will consist of two sessions: Elementary (**4:00-5:00pm**) and Middle School (**5:30-6:30pm**). Please mark your calendar for this very important date.

### Parent Liaison

For those interested in applying for the AIP Parent Liaison position, the application window will open on **July 3<sup>rd</sup>, 2023**. The application process will close on July 10, 2023. For more information, please go to AIP's website under "Employment Opportunities."

<https://www.angelsinprogressacademy.com/employmentopportunities>

Again, welcome to the 2023-2024 School Year! We look forward to watching your Angel Soar. The best way to make sure they get off to a good start is for each of us to do our part!

Thank you,

Mrs. Jackson