

REGISTRATION PROCESS

1. **Online Registration & Application** —www.CinDayAcademy.com
2. **Fees for applying:** all fees are **nonrefundable**
 - * 1 Month's Tuition Fee (Monthly Fee—See fee structure below)
 - * Registration Fee \$100 (Family Annual Fee)
 - * Supply/Technology/Field Trip Fee (Annual Fee-see fee structure below)

Note: Payment of fees secures your spot.

SCHEDULE & FEES

PREK Ages 4-5 years (must be 4 by September 30)

PreK Half Day Monday—Friday 9:00-11:30 or 12:30-3:00	\$335/ month
PreK Full Day M– F All Day 9:00-3:00	\$735/ month
Supply Fee	\$50 / annual

K –8TH GRADES

K –8TH: M– F All Day 9:00-3:00	\$735/ month
Supply/Technology/Field Trip Fee	\$200/ annual

9TH—12th GRADES

9th-12th: M-F 8:45-3:00	\$825/ month
Supply/Technology/Field Trip Fee	\$400/ annual

INFORMATION

- **Tuition fees: Due monthly via ACH. There are 12 total payments. The 1st tuition payment is due at registration and the remaining 11 months of tuition is due every month Aug 1st - June 1st**
- If fees are not paid by February 1st, your spot is not guaranteed and you need to register as a NEW student.
- If you have 2 or more children in full day at CDA, the 2nd child gets a 10% discount and the 3rd child gets a 15% Discount
- Class placement subject to availability
- In May, you will receive an information email and in August you will receive a letter from your child's teacher confirming their class assignment and additional school orientation details.
- Withdrawal policy: We require a 60 day notice in writing if withdrawing from the school.



THE ADMISSION PROCESS New Students

PREK

- 1 Complete the application at CinDayAcademy.com ~Admission
- 2 Pay fees: application fee, tuition fee and supply fee
- 3 Attend Screening Day - TBD

K-8TH GRADE

1. Complete the application at CinDayAcademy.com ~ Admission
2. Pay fees: application fee, tuition fee and supply/tech/field studies fee
3. K-1: attend Screening Day—TBD OR 2nd-8th: schedule a Screening Day
4. Request a Teacher Recommendation
5. Remit any evaluations, or testing information
6. Request for Transcripts

HIGH SCHOOL

1. Complete the application at CinDayAcademy.com ~ Admission
2. Pay fees: application fee, tuition fee and supply/tech/field studies fee
3. Submit an Applicant Statement
4. Submit a Personal Recommendation
5. Schedule a Screening Day
6. Remit any evaluations or testing information
7. Request for Transcripts

ADMISSION DECISIONS

Each student's file is reviewed by the Admission Committee. All discussions regarding applications are held in strict confidence. Admission decisions include the applicant's potential for success in The CinDay Academy's program. Parents will be notified in writing of the Admission Committee's decision.

Upon acceptance, please request to transfer transcripts from your current school. An information package will be emailed to you in May and we will hold a School Orientation Day in August.

Please remit teacher recommendations, evaluations, and transcripts to:

The CinDay Academy
Attn: Director of Admissions
11 Sycamore Creek Drive
Springboro, OH, 45066