



**TUESDAY MEMO**  
**1/22/19**

## **REPORT CARDS ARE GOING HOME TODAY!**

### **EARLY DISMISSAL FRIDAY**

Due to a funeral in the sanctuary on Friday, school will dismiss at 12:30 this Friday, Jan. 25. Afterschool care will be available for any who may need it. Please remember our Afterschool teacher, Tracey Robbins and her children, Braden and Bailee Robbins and Braxton Harvel in your prayers at the passing of their mother/Nana, Debbie Jenkins. Debbie was a member of Neighbors Grove Wesleyan Church and a volunteer in the academy. She will be greatly missed!

### **ACCOUNT STATEMENTS**

Account statements were sent out last week for students with open balances on their account and no payment arrangements on record. If you need to make payment arrangements at any time, please call the office. See the excerpt below from the handbook regarding tuition payments:

Monthly or weekly payment plans may be set up with the administrative assistant. All tuition payments are due by the **1st day** of each month. A late fee of \$20 will be charged to the account after the 15<sup>th</sup> of each month unless prior arrangements have been made. A student will not be allowed to attend class on the first of the next month if tuition is not paid by the 30<sup>th</sup> of the month unless a satisfactory payment arrangement has been made with the office. A \$20.<sup>00</sup> fee will be charged for all returned checks. Monthly or weekly payments begin in August, with the last payment due in May of the following year. *\*\*In May, all fees must be paid in full by May 15<sup>th</sup>.* Other payment plans can be set up in advance. Contact the school office about changes to your plan.

### **WORLD'S FINEST CHOCOLATE**

Each family is required to sell a **minimum of 2 boxes**. The sales competition will run through Thursday, February 28 at 3 pm. Prizes will be: 1<sup>st</sup> – Dinner and a movie for 4; 2<sup>nd</sup> - \$50 gift card; 3<sup>rd</sup> - \$25 gift card. There will be a pizza party for the highest selling class and a large candy bar will be given to the top seller in each classroom. **Please be sure to turn in the money for one box before taking another.** This could help determine winners in the event of a tie. Thank you!

### **2018 TAX INFORMATION**

If you would like a receipt for After-school expenses for 2018, please let Kellie know and she will get the request to our accountant.

### **ACHIEVEMENT TEST WEEK**

Please do not schedule doctor and dentist appointments before lunch the week of April 8-12. Achievement tests are very difficult to make up. Thank you!