



Finance Handbook

2023-2024

IMPORTANT!!!!

- ❖ If you have an outstanding balance with Canyon ISD Kids from a previous school year, that balance must be paid in full before your student(s) is able to register for the program.
- ❖ The **registration application** for Canyon ISD Kids is completed online on Skyward. The **registration payment** for Canyon ISD Kids is completed online at My Payments Plus.
- ❖ Registration for School Year 2023-2024 will be open April 3, 2023 on [Skyward](#) and the payment portion will be available on [My Payments Plus](#) July 3, 2023
- ❖ Visit <https://www.canyonisd.net/departments/canyon-isd-kids/> to learn more about registration and the Canyon ISD Kids program.
- ❖ Tuition for the after-school program is paid via automatic draft through your financial institution.

Finance Office – Canyon ISD Kids
(806) 677-2537

GENERAL FINANCE RULES

- Canyon ISD Kids is a pre-paid service.
- No refunds or credits will be given for non-attendance.
- Students are subject to removal when payments are returned.
- Once enrollment has successfully occurred online with the payment of the registration fee, all account changes and withdrawals cannot occur online. All account changes and withdrawals must be communicated with the finance department.
 - To withdraw from Canyon ISD Kids, parents must complete the Canyon ISD Kids Withdrawal Form found at <https://www.canyonisd.net/departments/canyon-isd-kids/> . Withdrawal forms must be received by a Canyon ISD Kids Campus Leader, the Program Director, or the Finance Department **two weeks** in advance of the next draft date in order to stop the ACH draft.
 - To make account changes, parents must complete an Account Change Form found at <https://www.canyonisd.net/departments/canyon-isd-kids/>. Account Change Forms can be emailed to the Finance Office at tracy.johnson@canyonisd.net to complete all account changes. The Account Change Form also needs to be received **two weeks** in advance of the next draft date.

REGISTRATION

- The annual registration fee is \$52.50 per student.
- This fee is non-refundable and non-transferable.
- The registration application is completed online on Skyward. Each submitted application is individually reviewed and approved. The approval process will be completed within one week of initial registration submission.
- The \$52.50 registration fee is due at the time of completing the online registration application. The registration fee must be paid through My Payments Plus www.mypaymentsplus.com in addition to the online application for registration to be successful.
- Students can register at any time during the school year.
- Tuition for the program is paid through ACH draft. ACH forms are completed on Skyward during the registration process.
- If a student withdraws voluntarily or is administratively withdrawn, the registration fee of \$52.50 is due upon re-enrollment.
- Registration will remain open for the duration of the school year; therefore, students can register at any time during the school year. Applications are continually processed.

TUITION

- Canyon ISD Kids is a pre-paid service.
- The daily rate of the program is \$12.00 per day (full rate). For students qualifying for free/reduced lunches*, the daily rate is \$6.00 per day (f/r rate).

*Applications (which are per student, not per household) for the free/reduced cafeteria plan will be available during registration and online at www.heartlandapp.com. Once an application qualifies, we will confirm with Food Services and adjust the daily rate of that student. The new rate will be effective for the draft following the qualifying date. Parents must apply for F/R lunches every school year. **Prior year F/R rate will not roll over to the new school year.***

- Tuition is determined by the number of instructional school days in the month and is charged regardless of attendance.
- Special Rates and Fees
 - Registration Fee \$52.50 per student and non-refundable
 - An additional monthly fee (\$25.00) will be assessed for students that are Pre-K and Kindergarten students per month. Please see draft calendar below.



CANYON ISD KIDS 2023-2024

Pre-K and Kindergarten

Month	Days	*Biweekly Reduced*	Biweekly Full	*Monthly Reduced*	Monthly Full
		<u>Daily Rate</u> \$6.00	<u>Daily Rate</u> \$12.00	<u>Daily Rate</u> \$6.00	<u>Daily Rate</u> \$12.00
		2 PAYMENTS OF...		1 PAYMENT OF...	
August	12	\$84.50 **	\$156.50 **	\$84.50 **	\$156.50 **
September	20	\$72.50	\$132.50	\$145.00	\$265.00
October	19	\$69.50	\$126.50	\$139.00	\$253.00
November	16	\$60.50	\$108.50	\$121.00	\$217.00
December	16	\$60.50	\$108.50	\$121.00	\$217.00
January	17	\$63.50	\$114.50	\$127.00	\$229.00
February	19	\$69.50	\$126.50	\$139.00	\$253.00
March	14	\$54.50	\$96.50	\$109.00	\$193.00
April	21	\$75.50	\$138.50	\$151.00	\$277.00
May	18	\$66.50	\$120.50	\$133.00	\$241.00
		Draft will occur on 1st and 15th.		Draft will occur on the 1st.	

**** August draft will be processed August 24, 2023 for Biweekly and Monthly schedules****

Reduced rates are verified by the Free and Reduced System every month.

If the 1st or 15th fall on a non-banking day (holiday, weekend, etc.), the draft will be processed the following business day.

August Tuition

Full tuition for August 16^h-31st will be drafted on Thursday, August 24, 2023.

Subsequent drafts will occur on the 1st and 15th of every month, September – May, unless those days are a holiday or on the weekend, then it will process the following business day.



CANYON ISD KIDS 2023-2024

1st - 6th Grade

		Biweekly Reduced	Biweekly Full	*Monthly Reduced*	Monthly Full
		<u>Daily Rate</u> \$6.00	<u>Daily Rate</u> \$12.00	<u>Daily Rate</u> \$6.00	<u>Daily Rate</u> \$12.00
Month	Days	2 PAYMENTS OF...		1 PAYMENT OF...	
August	12	\$72.00 **	\$144.00 **	\$72.00 **	\$144.00 **
September	20	\$60.00	\$120.00	\$120.00	\$240.00
October	19	\$57.00	\$114.00	\$114.00	\$228.00
November	16	\$48.00	\$96.00	\$96.00	\$192.00
December	16	\$48.00	\$96.00	\$96.00	\$192.00
January	17	\$51.00	\$102.00	\$102.00	\$204.00
February	19	\$57.00	\$114.00	\$114.00	\$228.00
March	14	\$42.00	\$84.00	\$84.00	\$168.00
April	21	\$63.00	\$126.00	\$126.00	\$252.00
May	18	\$54.00	\$108.00	\$108.00	\$216.00
		Draft will occur on 1st and 15th.		Draft will occur on the 1st.	

**** August draft will be processed August 24, 2023 for Biweekly and Monthly schedules****

Reduced rates are verified by the Free and Reduced System every month.

If the 1st or 15th fall on a non-banking day (holiday, weekend, etc.), the draft will be processed the following business day.

ACH RETURNS/COLLECTIONS

In the event that an ACH draft is returned unpaid by your bank, our third party collection agency, Envision Payment Solutions, will be in charge of collections. **Therefore, no payments will be accepted through Canyon ISD for returned items.**

- ❖ When an ACH Return is received:

The Finance Department will contact the parent/guardian/payor by the email address currently in our database upon receipt of the returned payment.

- ***Important:** The customer's email address is the primary method of contacting all customers by the Finance Office. It is the customer's responsibility to ensure his/her email is current with The Finance Office of Canyon ISD Kids.
- If the customer wants to be contacted by a different method other than email, the customer must notify the Finance Office in writing and provide the contact information.

Envision will contact the customer via phone and by mail.

Canyon ISD Kids After School Program Return Tuition Payment Policy:

Should any tuition payment be returned as Insufficient Funds, the payment must be made immediately with our third-party collection agency, Envision Payment Solutions. **There is a maximum of three (3) returns per student per semester. On the 3rd return of the semester, the student will be removed from the program.** The student will not be eligible to re-enter the program until the next semester.

Once a student is administratively withdrawn due to nonpayment, the following must be paid in full in order to re-enroll:

- Outstanding balance with Envision (includes \$30 fee per return)
- Registration Fee of \$52.50

ACH DRAFT POLICY PER ENVISION PAYMENT SOLUTIONS

In providing an ACH transaction as payment, you authorize service charges and processing fees, as determined by law, to be debited from the same account via electronic funds transfer.

LATE PICK UP FEES

A late fee of \$15 will be assessed in 15-minute increments per student for students that are picked up after 6:00 PM.

PICK UP TIME	LATE FEE
6:01 PM	\$15
6:16 PM	\$30
6:31 PM	\$45
6:46 PM	\$60

This fee amount will be added to the next scheduled ACH draft amount.

Students with three Late Fees per semester will be removed from Canyon ISD Kids program. The student will not be eligible to re-enter the program until the next semester. New enrollment and registration fees will be required.

FULL SERVICE DAYS (FSD)

Canyon ISD Kids will be open for full day care during all staff development days listed on the 2023-2024 school year calendar.

FSD are \$35.00 per day for grades 1st through 6th. FSD are \$40.00 per day for Pre-K and Kindergarten. FSD days must be paid in full before students are able to attend. Registration for these days will be paid through www.mypaymentsplus.com.

Services will be provided for all Canyon ISD Kids students registered in the after-school program, and it will also be open to all faculty and staff students (Pre-K – 6th grade).

Hours of operation during FSD days will be 7:30 AM – 6:00 PM on the days listed below:

Full Service Dates	Pre-K and Kindergarten Amounts	1st - 6th Amounts
*August 7 th - 15 th	\$280.00	\$245.00
October 5 th	\$40.00	\$35.00
November 27 th	\$40.00	\$35.00
January 15 th	\$40.00	\$35.00
February 16 th	\$40.00	\$35.00
March 28 th	\$40.00	\$35.00

*These FSD dates occur before school starts and are available to all students of Canyon ISD employees and students that are enrolled in Canyon ISD Kids (paid \$52.50 registration fee) in 1st-6th grade. The full amount of \$245.00 is due in full, regardless of days attended. Pre-K and Kindergarten will be \$280.00 due in full, regardless of days attended.

CISD Faculty and Staff children are not required to pay the registration fee of \$52.50 to attend any Full Service Days.

ACCEPTABLE FORMS OF PAYMENT

- Registration is paid online on [My Payments Plus](#) by debit card, credit card, or ECheck.
- Full Service Days are paid online on [My Payments Plus](#) by debit card, credit card, or ECheck.
- Monthly/Bi-weekly Tuition is only accepted via ACH draft on the 1st and 15th of every month. Tuition for the program is processed through the Finance Office, **NOT** through My Payments Plus.
- Late fees are added to the next scheduled ACH draft amount.
- Returned ACH payments are to be paid to Envision over the phone. Their customer service line is: 1-877-290-5460

REMOVAL OF STUDENTS DUE TO NON-PAYMENT

When students are withdrawn due to non-payment, the Finance Office or the Program Director will notify the parent, Canyon ISD Kids Campus Leader, and the campus Secretary, on the day of withdrawal.

ACCOUNT CHANGES & WITHDRAWALS

*To update any information on accounts (email address, mailing address, bank account information, etc.), please complete an Account Change Form, we must have two week notice for any account changes, and email completed form to the Finance Office at tracy.johnson@canyonisd.net

*Canyon ISD Kids [Withdrawal Form](#) must be received the Program Director or the Finance Office. **There is a two week notice required for ALL withdrawals.**

*Any phone messages left by customers and/or emails sent to the Finance Office without a completed Withdrawal Form or [Account Change Form](#), **will not be accepted.**

*It is the sole responsibility of the parent or legal guardian to notify the Finance Office, using the forms provided, of withdrawals and account changes.

MONTHLY STATEMENTS/ INCOME TAX INFORMATION

Tax Statements for 2023 will be mailed no later than January 31, 2024.

Statements are available upon request for accounts without outstanding balances by the Finance Office: tracy.johnson@canyonisd.net , (806) 677-2537.