

2022-2023 Frontiers Sites

Each Frontiers location, otherwise referred to as a "site," has a Site Coordinator who coordinates the site! He or she serves as the site's supervisor, handles day-to-day program operations, and is the primary contact regarding any concerns or desires for each child. Parents are encouraged to keep their Site Coordinator apprised of any issues as everyone benefits when we are on the same page. **Sites are open from the school's dismissal time until 6:00 p.m. each school day.** Parents may contact the Site Coordinator, in person, as children are checked out from Frontiers or via phone during these hours.

ROUSE	(601) 750 - 1271	HIGHLAND BLUFF	(601) 750 - 1242
STONEBRIDGE	(601) 750 - 0121	NORTHSHORE	(601) 750 - 1290
BRANDON	(601) 750 - 1266	OAKDALE	(601) 750 - 1240
STEEN'S CREEK	(601) 750 - 1243	PELAHATCHIE	(601) 750 - 1252
FLORENCE	(601) 750 - 1244	PISGAH	(601) 750 - 1248
MCLAURIN	(601) 750 - 0211	RICHLAND (LOWER)	(601) 750 - 1249
FLOWOOD	(601) 750 - 1250	RICHLAND UPPER	(601) 750 - 1247
NORTHWEST RANKIN	(601) 750 - 1246	FRONTIERS OFFICE	(601) 825 - 9714



FRONTIERS ADMINISTRATIVE OFFICE

135 S. College Street | Brandon, MS 39042

Phone: (601) 825 - 9714 | Fax: (601) 824 - 2900 | www.rcsd.ms/frontiers



2022-2023 Parent Handbook

FRONTIERS

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MEDICATION

Frontiers can only administer medications with a current, completed, and signed Medical Authorization Form on file. All medication must be in the original container. Containers must be properly labeled including the student's name and dosage information. Frontiers may only keep 6 days' worth of prescription medication on site. We cannot store medication that requires refrigeration or access medication stored by school staff.

- **EpiPens:** A child who needs an EpiPen for *any* reason, will NOT be allowed to attend Frontiers until we have an EpiPen on site or verification that the EpiPen stays in the child's backpack/possession. Frontiers must also have a copy of the school's action plan and/or any other necessary authorization forms.
- **Bronchial Inhalers:** A child who needs an inhaler, will NOT be allowed to attend until Frontiers has an inhaler on site or verification that the inhaler stays in the child's backpack/possession. Frontiers must also have a copy of the school's action plan and/or any other necessary authorization forms.

In May, Site Coordinators will begin contacting parents to pick up OTC medication. Students must have daily and emergency prescription medications on site until the last day of Frontiers. Any medication, whether OTC or prescription, that is not picked up by the last day of Frontiers will be discarded at no expense to Frontiers.

Note: Per RCSD Board Policy, students cannot carry or possess any medications other than an EpiPen or inhaler. Proper authorization forms must be completed to carry or have the EpiPen or inhaler in his or her possession. The last day of Frontiers is always the last full day of school in May. We are not open on the "half day" in May.

CRISIS & EMERGENCY PROCEDURES

In addition to first aid training and CPR certification, Frontiers staff go through crisis training that is coordinated with Rankin County School District's plan as well as local fire and law enforcement agencies to ensure the safety of all children and staff. If a parent arrives and a drill is in progress, students will not be released until the drill is complete. We ask parent to be patient, understanding, and courteous in this event.

In a *true* emergency or crisis, measures will be taken as deemed appropriate by Frontiers staff under guidance of school district officials. As noted in the Parent Contract, Frontiers, Rankin County School District officials, and/or responding medical personnel have authority to: a) make decisions and/or give consents necessary for the health or welfare of students; b) provide any medical care deemed necessary; c) determine if a child should be transported; d) share any & all medical, psychological, behavioral, and/or educational information between emergency medical professionals, district personnel, and Frontiers staff - at any time - without liability.

Suspected Child Abuse/Neglect: Employees who know or have reasonable cause to suspect that a child has been subjected to abuse or neglect, of any form, must lawfully report it. Reports of abuse or neglect are confidential. Our responsibility is to report suspicions of abuse or neglect, not to prove that the child is indeed being abused or neglected.

EMERGENCY CLOSINGS *(due to severe weather, loss of utilities, or other emergencies)*

- If school does not open OR closes early, Frontiers will not open.
- If Frontiers is in session but needs to close early, parents will be notified as soon as possible.
 - The cancellation of "after-school activities" will only include Frontiers if specifically indicated.
 - Parents should call our office or their Site Coordinator when in doubt!

NOTE: In the event of unforeseen closures lasting longer than five school days, tuition may be adjusted to charge for the days school was in session regardless of attendance on these days. Any balance after the adjustment will become a credit on the student's account.



ILLNESSES

Frontiers is under no obligation to accept a child who is or appears to be sick prior to the school’s dismissal time. If a child becomes ill while at Frontiers, he or she will be allowed to rest away from the group.

- If the symptoms are intolerable, severe, or potentially contagious (such as fever, diarrhea, vomiting, undiagnosed rash, inflamed or watery eyes, severe cough/cold, runny nose, sore throat, etc.), the parent or an authorized person will be contacted to pick up immediately to reduce spread/exposure.
- *Failure to pick up in a timely manner may result in dismissal.*

FEVER POLICY: If a child develops a fever, he or she must be fever-free, without the aid of medication, for 24 hours before returning to school/Frontiers. This policy is to reduce exposure contagious illnesses and will be strictly enforced. School staff will be notified. Failure to comply may result in dismissal from the program.

COVID-19 PROCEDURES

All practices and preventative measures that Frontiers implements to reduce the spread of COVID-19 will align with Rankin County School District’s mandates and recommendations as determined by district leadership. **By attending Frontiers, parents must acknowledge the contagious nature of COVID-19 and voluntarily assume all risks if their child is exposed to or infected with this virus or its variants, releasing Frontiers, Rankin County School District, and its employees from any and all claims or liability.**

- If a child is exhibiting symptoms of COVID-19, a parent, emergency contact or other authorized pick-up person will be notified to pick up immediately.
- If it is determined or discovered that the child has been exposed to or infected with COVID-19 or its variants, the parent must notify the Site Coordinator or school staff immediately for contact tracing purposes and comply with student quarantine mandates as set by Rankin County School District.
- The child cannot return to Frontiers until he or she can return to school.

NOTE: Tuition is not adjusted for absences regardless of the reason. If a parent misses the tuition deadline due student quarantine, the full payment must be paid within three days of the student returning to Frontiers to avoid late fees and penalties. Frontiers staff will also follow district mandates related to COVID-19 and its variants.

ACCIDENTS

Please understand that even under adult supervision accidents may happen from time to time.

- If a *minor* injury/accident occurs, authorized pick-up persons may be informed at pick-up via verbal or written communication.
- If a *serious* injury/accident occurs that *may* require attention by a licensed medical professional, the parent or other authorized pick-up person will be contacted *immediately* so that the child can be picked up and taken for medical observation or treatment as soon as possible.
- *Failure to pick up in a timely manner may result in dismissal.*

EMERGENCIES: If an accident, injury, or incident occurs that requires *immediate* medical attention:

- Staff will call 911, *then* contact the parent or other authorized pick-up person(s).
- Once medical personnel arrive, *they* will decide on the appropriate action.
- **Parents will be notified if medical transport is required.**
- **Staff on site are CPR and First Aid certified.**



WHAT IS FRONTIERS?

Frontiers is the self-funded, tuition-based, after-school program of Rankin County School District. We serve elementary students who are enrolled in Rankin County School District and have not yet turned 12 years old as of September 1st. Although scheduling may vary from site to site, all sites feature set times for snack, homework, enrichment, games, and indoor/outdoor play! Our primary location is the school’s cafeteria which allows students to stay at school with their friends. **We operate on the school calendar and are closed for school holidays, summers, and the early dismissal days in December and May.**

Our Goal: We strive to provide a fun, friendly, atmosphere in which children feel safe and secure. We take, very seriously, the trust that parents have shown by placing their children in our care – many of them year after year. We pledge to do our utmost to provide the best possible environment for students in our care and hope you find that Frontiers is the perfect fit for your family’s after-school care needs.

REGISTRATION

Frontiers welcomes the application of all children. Applications of children with special needs are considered on a case-by-case, trial basis, according to the program’s ability to meet the child’s needs in the after-school setting. Students must not have needs that cannot be reasonably accommodated or affect the safety and welfare of students and staff. Registration is required annually as enrollment does not roll over.

To register, the parent or legal guardian must:

- 1) Verify spot availability by contacting the Site Coordinator – phone numbers are listed on the back cover.
- 2) Complete a Parent Contract AND pay the registration fee.
 - Depending on when the child will start, the first month’s tuition may also be required at the time of registration. *(See “Tuition and Fees” for more information.)*
 - All Parent Contracts will be reviewed and accepted by a Frontiers representative. Admission and continued service is based upon the accuracy and completion of information within the contract.

NOTE: Spots will be reserved for three school days. The day of verification is considered “Day 1.” If registration is not complete within the allotted time, the spot is no longer reserved and will considered vacant again.

WAITING LIST: Site maximums are set according to the cafeteria’s capacity, the number of staff per site, and district distancing guidelines, if applicable. Once a grade/class is full, waiting lists will start. **Parents will be contacted in order of the waiting list as spots become available.** Waiting lists start over annually.

ATTENDANCE

Upon dismissal, students who are enrolled in Frontiers will be released to the program area to be signed in by our staff. Parents must let the child’s teacher know that he or she will be attending Frontiers once the child is enrolled. **Parents are encouraged to let the Site Coordinator know of any absences.** We do not always receive information from school staff regarding absences or transportation changes. Phone numbers are listed on the back cover.

WITHDRAWAL

As a month-to-month service, tuition secures a child’s spot for the *entire* month. Parents may withdraw a child at any time during the month; however, tuition is not adjusted or refunded based on attendance. If a child attends any days in a “new” month, but withdraws without paying tuition, parents will be billed for days of service. Future enrollment will be based on spot availability. Any outstanding fees must be paid, in full, to be eligible.

TO CANCEL AUTOMATIC PAYMENTS written requests must be submitted, in writing, at least one week prior to the scheduled draft date (indicated on the Draft Authorization Form completed at the time of draft enrollment). The drafted amount *plus* a \$40 fee will be charged for all “stopped” payments, holds, or any payments reported as fraudulent - if services are rendered.



A TYPICAL AFTERNOON

Each site has planned activities to occupy students’ time. We provide EVERYTHING your child needs for activities. Students are not allowed to bring personal items such as cell phones, electronic tablets, smart watches, game boys, trading cards, balls, or similar items. Students will be required to keep such items in their back packs, or the Site Coordinator will hold them until pick-up. **Frontiers staff, students, nor Rankin County School District will be responsible for lost, damaged, or missing personal items.**

SNACK TIME

The designated snack time is immediately upon student arrival to Frontiers (2:00 p.m. for most schools). In accordance with USDA nutrition standards and meal pattern guidelines for after-school programs, we will provide water and one snack, per child, per day. Students may also eat a snack from home or finish a sack lunch but may only do so during the scheduled snack time. **Food cannot be shared and must not contain nut products.**

HOMEWORK TIME

Frontiers is **NOT** a tutoring program.

- We will provide a time and setting conducive for students to complete homework.
 - Sites are staffed to work with students in large groups; therefore, we cannot devote one-on-one assistance.
 - Time limits for homework sessions will be set according to age/grade level appropriateness.
- Staff will provide assistance in the form of clarification of instruction and supervision.
 - Because of the school setting, we find that most students do well and have little to no problem understanding and completing assignments. It is our goal to encourage students to stay on task and work productively so that, hopefully, their work will be complete at the end of the homework session.



- Students are responsible for properly checking for homework assignments.
 - A homework column on each day’s Sign In/Out Sheet will indicate whether the child stated that he or she had homework that day. Please help your child to be responsible in the accuracy of this area.
 - Staff are not allowed to go through folders or backpacks to check for homework assignments.
 - Staff cannot sign reading logs or verify the completion of similar assignments.
- Students must have all items necessary for homework completion.
 - Staff nor students can return to classrooms for forgotten books, homework materials, water bottles, jackets, etc. This is a school policy. Please help hold your child accountable in this area.
- Students who do not have homework may participate in alternative supervised activities such as silent reading, drawing, spelling competitions, math facts worksheets, or quiet indoor games, or outdoor free play as not to distract students who have homework.

We do NOT guarantee that homework is accurate, neat, or complete. We encourage parents to check homework nightly and share any concerns with the Site Coordinator and/or classroom teacher if necessary.

BEHAVIOR MANAGEMENT

Frontiers uses positive reinforcement and redirection to encourage and maintain positive behaviors. Rules will be appropriate for each child's age and to the rights, safety, and well-being of others. Consequences for misbehaviors will be logical, such as a verbal warning, redirection to other activities, limiting choices at game/free time, or time-out. All students are evaluated on an on-going basis as to the program's ability to meet his or her needs. Staff must be aware of any issues at home or school which may affect (but not excuse) behaviors. Parents are expected to work with Frontiers staff to help children develop self-discipline.

- Authorized pick-up persons may be notified of misbehaviors, disciplinary issues, or incidents at pick-up.
- Notification may be verbal or written on an Action Report, which requires a signature.
- Serious incidents or misbehaviors may require a student to be picked up immediately. Failure to pick up in a timely manner may result in dismissal.

SUSPENSIONS AND DISMISSALS

Frontiers reserves the right to suspend or dismiss any child from the program, with or without prior notice or warning, based on the severity of an incident (even on the first offense), if the child fails to adequately adjust, or if:

- student runs or wanders away from staff and/or designated program areas;
- student possesses on their person [in backpack, etc.] a firearm, knife, explosive, or other dangerous object;
- student or parent fails to abide by all drug policies set by Rankin County School District;
- student or parent behavior poses a threat to the safety and/or security of the site and/or other persons;
- student or parent causes or attempts to cause damage to school property or private property on campus;
- student or parent causes, attempts to cause, or threatens to cause physical injury to self or other persons;
 - NOTE: Threats to harm self or others are taken very seriously and will be reported to parents of students involved, RCSD’s counseling department, the school principal, and/or other appropriate school or district staff for follow up assessments, disciplinary actions, and investigative purposes.
- student or parent fails to be respectful to Frontiers staff, other parents, students, or property;
- student or parent fails to follow reasonable staff requests and directives;
- student or parent fails to comply with any rules and regulations set by Rankin County School District, Frontiers, the school, the Parent Contract, and this handbook;
- parents are repeatedly late with pick-up, tuition payments, or any other fees;
- parents fail to pick-up immediately after notification of illness or behavioral issues;
- it is determined that placement is unsatisfactory.

DEFINITIONS

SUSPENSION: If a student is suspended from Frontiers, he or she can attend school/class as usual but cannot return to Frontiers until the suspension has ended. **School staff will be notified to ensure alternate transportation is properly arranged prior to the school’s dismissal time.**

DISMISSAL: If a student is dismissed from Frontiers, services are cancelled immediately. The child cannot return to Frontiers and may not be considered eligible for future enrollment. **School staff will be notified to ensure alternate transportation is properly arranged prior to the school’s dismissal time.**

Frontiers reserves the right to change/amend policies as deemed necessary.

STUDENT PICK-UP/SIGN OUT PROCEDURES

- **Students will only be released to individuals listed on the Parent Contract.**
 - The pickup list may be updated at any time - Be sure to include tutors and sports coaches.
 - Pick up persons must make contact with a staff person when picking up *and* sign the student out.
 - Exterior doors will be locked to ensure the safety of all children and staff.
 - Sign out tables may be set up OUTSIDE of the program area.
 - **For the safety of everyone on site, pick up persons MUST NOT go beyond the sign out table, to the playground, or into any area with the students - child(ren) will be called to come to the pickup area.**
 - Sign out sheets are legal documents. Pick up persons should use full names - not initials, nicknames, or a scribbled signature - *and* write the time the child is being picked up.
 - Anyone not known to Frontiers staff must show photo identification.
 - Visitors/pick-up persons must be prepared to show photo identification any time, especially when a child first starts, when the Site Coordinator or Assistant is absent, or when/if staff changes. Please be patient in this event. Safety is our priority!
 - If a child needs to be released to someone who is not listed on the Parent Contract, a note authorizing pick-up must be received prior to pick-up time. A phone call *may also* be acceptable.
- **School campuses are drug-free zones.**
 - Parents must be courteous and respectful to staff, students, and other parent while on school property. Failure to do so may result the child being dismissed from the program.

LEGAL DOCUMENTATION/PICK-UP RESTRICTIONS

To honor and enforce pick-up or custody restrictions, Frontiers must have a FULL copy of legal documentation on file. Legal documentation is required annually and as changes are made by a court.

- We cannot access documents that are on file at school. We must have our own copy.
- We will strictly follow adjudicated visitation dates but are not responsible for monitoring dates.
- Disputes between parents that affect who can pick up must be resolved between parents – staff cannot deny a custodial parent’s rights or access to a child without legal documentation. This includes his or her right to make changes to the authorized pick-up list.

NOTE: Students CANNOT be released from Frontiers until school dismissal traffic is completely off campus. This is generally 2:30 p.m. for most schools. If a child needs to be checked out prior to this time, parents must follow the school’s checkout procedures.

LATE PICK-UP POLICY: (\$1 per minute, per family, per site)

Children must be picked up by 6:00 p.m. each day – HAVE A PLAN FOR EMERGENCIES!

- Parents must notify Frontiers staff and put an emergency pick-up plan into action as soon as they realize they may be late or have a conflict.
- **The late pick-up fee (\$1 per minute, per family, per site) is charged according to the time indicated on the program clock - at the Site Coordinator’s discretion.** This fee is due immediately upon pick up and must be paid no later than 6 p.m. the following school day to avoid suspension.
 - If Frontiers has not been contacted by 6:45 p.m. and no one listed on the Parent Contract can be reached, the child(ren) may be released to the local police department.
 - **Frontiers reserves the right to dismiss any chronic offenders.**

ENRICHMENT

As part of our very own Enrichment Curriculum, students will participate in a variety of activities based on a weekly theme. Recent themes include Disney, Space, Farm Animals, Ocean Life, Dr. Seuss, and Dinosaurs. Activities will promote thinking, creativity, and discovery in the form of arts & crafts projects, brainstorming, science experiments, STEM projects, centers, movies, organized play, guest speakers, games, edible crafts, and more!

HOLIDAY FUN: Holidays provide opportunities for special fun! Past activities include decorating staff cars for Halloween Trunk or Treats, using handprints to create Thankful Trees during Thanksgiving, Valentine’s parties, Mardi Gras parades, and Easter Egg Hunts!

SPECIAL GUESTS: We welcome special guests from our communities to talk to students about their careers. Past guests include firefighters, police officers, first responders, K-9 units, members of the military, local mayors, nurses, dentists, archaeologists, zoologists, race car drivers, and even Mr. and Mrs. Claus! If parents would like to share career information with students, they should let the Site Coordinator know.



SERVICE PROJECTS: A vital part of Frontiers is our commitment to serve our communities in various ways. We believe that it is important to teach our students the value of giving to help those in need. Service projects take many forms--from collecting money or items for a worthy cause, to making handmade cards/gifts, or simply saying, "Thank you." We are thankful for selfless, wholehearted participation in these projects through time and financial support.

OUTDOOR PLAY

Students will participate in outdoor play EVERYDAY, weather permitting. Shorter periods of outdoor play time may be scheduled if it is too hot or too cold outside. All students are expected to participate in all play and activities unless a doctor’s note is on file specifying medical restrictions or limitations.

GAMES

Students play many interactive games such as Tag, Charades, Four Corners, Freeze Dance, Soccer, and more! At the end of each day, students also combine to play various table games such as: Legos, UNO, Connect Four, Checkers, Monopoly, Dominos, Trouble, etc.



TUITION & FEES

Tuition covers all program expenses and can be paid at sites by card, personal check, or money order, as students are picked up from Frontiers. Tuition is always due on the first school day of each month and must be paid, in full, by the 5th of each month - regardless of the child’s attendance on this day. If the 5th falls on a holiday or weekend, tuition is due the next school day (regardless of the child’s attendance) to avoid late fees and suspension. The rate remains the same regardless of school holidays and secures a child’s spot for the *entire* month regardless of how often he or she attends. All spots are considered full-time. There are no “drop in” rates or discounts for multiple children in a family.

REGISTRATION FEE

\$25 per child, per year

GENERAL TUITION

\$160 per child, per month

DISTRICT EMPLOYEE RATE

\$140 per child, per month

ALL FEES ARE NON-REFUNDABLE & NON-TRANSFERABLE - REGARDLESS OF ATTENDANCE.

Tuition is not adjusted or refunded for student withdrawal or absences (i.e.: holidays, quarantines, inclement weather, suspensions, dismissal, etc.). In the event of unforeseen closures lasting longer than five school days, tuition may be adjusted to charge for the days school was in session regardless of the child’s attendance on these days. Any remaining balance after will become a credit on the student’s account.

LATE TUITION FEE (\$40 per family, per site)

A \$40 late fee (per family, per site) and suspension apply at 6:01 p.m. on the 5th of each month – regardless of the child’s attendance on this day. If the 5th falls on a holiday or weekend, these penalties are enforced at 6:01 p.m. on the next school day – again, regardless of attendance on that day. **School staff will be notified of suspensions to ensure alternate transportation is arranged until full payment is received. Repeated late payments may be cause for dismissal. Lack of payment may also result in the child’s spots being released.**

NOTE: Payments made at/through our Administrative Office, are considered late after 4:30 p.m. on the deadline date. This includes card payments made via phone. We strongly encourage parents to enroll in auto draft services to avoid penalties.

LATE PICK-UP FEE (\$1 per minute, per family, per site)

Students must be picked up by 6 p.m. each day. The late pick-up fee (\$1 per minute, per family, per site) may be charged at 6:01 p.m. at the Site Coordinator’s discretion. Late pick-up fees are due at the time of pick-up and must be paid no later than 6 p.m. the next school day to avoid student suspension. **Repeated late pick-ups may be cause for dismissal.**

DECLINED CHECKS/DRAFTS (\$40 per declined item)

Parents are responsible for having funds available when tuition is paid or drafted. Frontiers will not rerun a check or draft. **If a payment is declined, the amount of the check/draft *plus* a \$40 fee will be due, in full, by 6:00 p.m. the day after notification.** This fee applies to items declined for any reason (insufficient funds, stopped payments, account holds, etc.) Unpaid NSF items will be turned over to the District Attorney’s office for collection following the required 15 – day notice. Partial payments are not accepted for the repayment of returned or declined checks/drafts.

NOTE: Once a form of payment has been declined twice, we will not accept that form of payment for the remainder of the school year. If a payment is declined due to a bank’s error, the \$40 return fee may be waived if the account holder submits a letter from the financial institution, claiming fault, within three school days; however, the amount of the original payment must still be paid, in full, by the designated deadline to avoid suspension and other penalties.

2022-2023 TUITION PAYMENT SCHEDULE			
TUITION IS DUE ON...	DEADLINE DATE	TUITION IS DUE ON...	DEADLINE DATE
Friday, August 5th	August 10th	Tuesday, January 10th	January 12th
Thursday, September 1st	September 6th	Wednesday, Feb. 1st	February 6th
Monday, October 3rd	October 5th	Wednesday, March 1st	March 6th
Tuesday, November 1st	November 7th	Monday, April 3rd	April 5th
Thursday, December 1st	December 5th	Monday, May 1st	May 5th

ACCEPTABLE FORMS OF PAYMENT

PERSONAL CHECKS & MONEY ORDERS (*made payable to Frontiers*)

- Parents can pay tuition, with a personal check or money order, at sites as students are picked up from Frontiers.
- **CASH IS NOT ACCEPTED & we do not accept business, third party, post-dated, or out-of-state checks.**
- **If a family has children at multiple sites, there must be a separate check or money order for each site.**
- Parents will receive a receipt at the time of payment. Frontiers is not responsible for items made in the wrong amount or payments not received and receipted by Frontiers staff.
- **Parents will be charged a \$40 fee plus the face value amount of any stopped, held, cancelled, or NSF checks if services are rendered.**

FREE AUTOMATIC BANK DRAFT SERVICES

We strongly encourage parents to use our FREE automatic draft service to avoid suspensions and late fees. Through this service, tuition can be drafted from any checking or savings account on the scheduled due date.

- To enroll, the parent must complete a Bank Draft Authorization Form and attach a voided check or bank letter for account verification purposes.
- Only tuition will be drafted. All other fees must be paid (at sites) by card, personal check, or money order.
- Receipts for drafted payment can be emailed upon request.
- **Parents will be charged a \$40 fee plus the drafted amount for any stopped, held, or cancelled drafts or drafts reported fraudulent if services are rendered.**
- **DRAFT CANCELLATIONS:** Requests to stop automatic bank draft services must be submitted, in writing, at least one week prior to the scheduled draft date; otherwise, the payment cannot be stopped.

DEBIT/CREDIT CARD PAYMENTS (*Processing fees apply; American Express is not supported.*)

- We accept Visa, MasterCard, and Discover debit/credit cards in person or via phone - at sites during regular program hours OR at our Administrative Office from 8:30 a.m. until 4:30 p.m.
- Cards will decline immediately if sufficient funds are not available at the time of payment.
- **As a safety feature, our system does not accept more than one payment on a card within 24 hours to prevent accidental overcharges.** Families with children at more than one site must use a different card, arrange more than one payment method/day to pay, or opt to be charged \$1, which will be credited to the next month’s tuition.
- Card payments will show as **“MW *RANKIN COUNTY SD 601-825-8626 MS 39042 US”** on billing statements.
- **Parents will be charged a \$40 fee plus the charged amount for any cancelled card payments or card payments reported fraudulent if services are rendered.**

CARD PAYMENT AMOUNTS WITH PROCESSING FEES

***PROCESSING FEES HAVE INCREASED SINCE THE TIME OF PUBLICATION. PARENTS MAY CALL OUR OFFICE OR SEE THEIR SITE COORDINATOR FOR MORE INFORMATION. (*updated 8/4/22*)**

Payments made at our Administrative Office, including card payments made via phone, are considered late after 4:30 p.m. on the deadline date. The \$40 late fee may apply.

TAX STATEMENTS

Tax statements are available upon request, during student pickup, by January 31st each year. Parents should ask for statements as they are needed to prevent losing them. Replacements may take 3-5 days. **NOTE: The quickest way to get tax forms is from the site, even if a child is no longer attending Frontiers.** Alternatively, parents may request to receive it via mail or email; however, this request may take 3-5 days to process because statements must be obtained from the site/Site Coordinator *then* mailed or emailed.