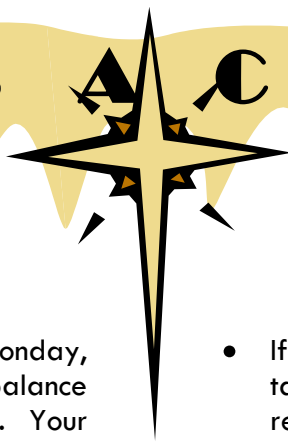


FOR UNTO US A CHILD IS BORN



OUTSTANDING BALANCES

- All outstanding balances must be paid by Monday, December 14, 2009. An outstanding balance includes tuition, drop-in, late pick-up fees, etc. Your child will not be allowed to enter their classroom on Tuesday, January 5, 2010 with an outstanding balance.
- Drop-in, late pick-up and non-sufficient fund fees will be billed and mailed by FCA Financial Services, not Smart Tuition. Drop-in fees and non-sufficient fund fees must be paid via money order or cashier's check and placed in the white tuition envelope.

SEMESTER PAYMENTS

- If you pay by semester, your tuition must be paid on or before January 4, 2010 via money order or cashier's check. (The building will be open on the 4th.)
- Planning to changeover from paying monthly to semester, contact FCA Financial Services to assist you no later than December 10, 2009.

ACCOUNT UPDATE

- If you require revisions to your tuition account, please contact Smart Tuition/FCA Financial Services by December 14, 2009.

REQUEST FOR TUITION STATEMENTS

- If you need a copy of your tuition statement or the tax ID number, you will be required to fill out a request form, located at the front desk. The request form is also on line at www.fcasoars.com under Financial Information. Please allow a 72 hour turnaround.

RECORDS REQUEST FEE

- Effective January 1, 2010 FCA will implement a \$5.00 charge for all record requests. This fee will apply to all current and previous FCA families and must be paid at the time the request is made. Requests must be submitted in person, mailed, or faxed. Your request will not be fulfilled if payment has not been received. In addition, all fees, fines and/or account balances owed to FCA, must be paid in full before your request will be fulfilled. This fee does not apply to tuition statement request.

TAMMY JONES, FINANCIAL ANALYST
(214) 672-9100 @ 4175

JANNICA BROWN GREEN, FINANCIAL ASSISTANT
(214) 672-9100 @ 4413

SMART TUITION, 888-868-8828

