



Preschool Financial Policies 2019-2020

Student's Name: _____ **Classroom:** _____

Christ Church School is an independent, nonprofit preschool. Our income derives solely from tuition fees and fundraising efforts. Our budget constraints mean that every family has a responsibility to pay their tuition in full and on-time. An explanation of the school's fees and refund policies follows:

APPLICATION FEE: The application fee for the school year is \$150 for returning students and \$200 for new students. The application fee is non-refundable and non-transferable. The fee is payable when an application for enrollment is made.

TUITION DEPOSIT: Upon placement in a class, a tuition deposit of 10% of the annual tuition for each preschool student enrolled is due. The tuition deposit is non-refundable and non-transferable. Your student's class placement is secured when the tuition deposit has been received and processed.

FAMILY EVENT/ACTIVITY FEE: A family event/activity fee of \$175 per family will be assessed to cover the cost of school day events such as, field trips, turkey trot, and spirit shirts for each child for the school year.

TUITION INSTALLMENT SCHEDULES

PRESCHOOL				
Days/Week Payment Due:	Annual 8/15	Tuition Deposit Upon Placement	Semester 8/15 and 1/15	9 Installments monthly 8/15 thru 4/15
2 days/week – Young-Twos & Twos	\$3,300	\$330	\$1,485	\$330
3 days/week - Twos	\$4,300	\$430	\$1,935	\$430
4 days/week – Young-Threes & Threes	\$5,350	\$535	\$2,408	\$535
5 days/week - Threes	\$6,250	\$625	\$2,813	\$625
4 days/week – Young-Fours & Pre-K	\$6,050	\$605	\$2,723	\$605
5 days/week – Young-Fours & Pre-K	\$7,375	\$738	\$3,319	\$738
Jr. Kindergarten	\$7,775	\$778	\$3,499	\$778

Please initial your installment plan preference below:

_____ **Annual** _____ **Semester** _____ **9 Installments**

All semester and monthly tuition payments are made through FACTS Tuition Management Company. FACTS accepts bank withdrawals as well as credit cards.

**** To complete the student's enrollment at Christ Church School, all parents and/or guardians must read the Financial Policies on the back, sign and return this form to the School Office.**

(OVER)

EXTENDED DAY & EARLY BIRD PAYMENTS: Reservations are required in order for the school to maintain adequate staffing. Standing reservations are paid in advance. If you have a standing reservation, we cannot refund money for periods that are missed, even if the student is ill, as we have arranged to have staff coverage.

ENRICHMENT CLASSES AND LUNCH PROGRAM FEES: Payments for Enrichment Classes and Lunch Program options are due in full to the school office upon registration and are non-refundable after the 1st week of classes in the new session.

LATE CHARGES: Tuition payments received more than five business days after the installment due date are deemed late and will incur a late charge of \$25.00. Any payment received will first be applied to any outstanding late fees, then to the outstanding tuition balance. Late pickup is \$5.00 for every 15 minute period after your student's dismissal time and payment will be due upon your arrival.

NON-PAYMENT: If a family experiences a change in circumstances or is otherwise unable to meet their payment obligations, it is the responsibility of the family to contact the Head of School and/or the Board Treasurer to work out an acceptable arrangement. On the first of each month, the Business Manager will notify the Head of School of any families delinquent from the previous month and the Head of School will review the matter. If a family remains in arrears and a satisfactory arrangement cannot be reached, the Head of School may require that the student(s) be withdrawn from the school and a payment schedule will be made until the account is paid in full. If it is necessary for Christ Church School to initiate a legal action to collect money owed pursuant to this agreement, and judgment is awarded to Christ Church School, the parent agrees to pay all reasonable attorneys' fees and costs incurred in obtaining and collecting that judgment.

WITHDRAWAL: After the beginning of the year, should unforeseen circumstances arise, a parent must provide the Head of School with 30 days prior written notice of withdrawal and shall be liable for tuition for a period of 30 days from the date the notice is given to the school. Prepaid tuition, Extended Day, and Early Bird program fees will be refunded effective after the 30 day notification period. Enrichment Program and Lunch Program fees are non-refundable.

TEMPORARY ABSENCES: No refunds will be made for temporary absences due to family vacations, illness, accidents, etc. In the event of special circumstances, a parent may apply in writing to the Head of School for special consideration.

To complete the student's enrollment at Christ Church School, all parents and/or guardians must sign below.

I, _____, have read and agree to comply with the CCS Financial Policies.
(Printed Name of Parent/Guardian)

(Signature of Parent/Guardian)

(Date)

I, _____, have read and agree to comply with the CCS Financial Policies.
(Printed Name of Parent/Guardian)

(Signature of Parent/Guardian)

(Date)