

First Presbyterian Preschool  
2022/23 SCHOOL YEAR  
PARENT FINANCIAL RESPONSIBILITY SHEET



First Presbyterian Preschool fees will be due as follows:

- A non-refundable registration fee of \$150 for the first child and \$50 for each additional child will be due at the time of registration. **Registration is not complete without payment of registration fee(s).**
- An annual supply fee of \$100 per child will be due by August 15th.
- September tuition payment will be due by August 1st. **Students will not be able to attend classes until the registration fee, supply fee, and first month's tuition have been paid in full. If we do not receive your September tuition payment by the due date, we will actively seek to fill your spot.**
- For October through April, tuition will be due by the 15th of each month.
- Early Riser and Lunch Bunch fees will be due by the 15th of the month following the use of services. *Example: If your child(ren) attends Early Risers and/or Lunch Bunch during September, payment for these services must be received by October 15th.*

Parents are responsible for staying current with their balance through the First Presbyterian Preschool online website portal. Invoice reminders will be emailed to all parents with emails on file, but statements and invoices will not be sent to parents each month.

## 2022/2023 School Year Fees

**Registration:** \$150 for first child; \$50 per additional sibling; non-refundable

**Supply:** \$100 per child (Mothers Morning Out children are exempt)

### Tuition:

MMO T\TH: \$150 per month August through April

MMO M\W\F: \$225 per month August through April

2 days per week: \$150 per month August through April

3 days per week: \$200 per month August through April

5 days per week: \$290 per month August through April

Pre-K Transitions: \$410 per month August through April

**Early Risers:** \$6 per visit (M-F 7:30-8:50 am)

**Lunch Bunch:** \$5 per hour (M-F 12-2)

## Late Payments

**Tuition** is due by the 15th of the month. There will be a late charge each month of \$15 for each tuition invoice not paid by the due date. Past due statements will be mailed to families whose tuition payment was not received by the 15th of the month.

**Early Riser and Lunch Bunch fees** are due by the 15th of the month. Parents will be notified by the Preschool Director if payments are not received by the 15th and students **will not be allowed to attend** the Early Riser or Lunch Bunch program until their account is made current.

A **Returned Check** bank fee of \$17 will be assessed if payment is returned due to non-sufficient funds. A late charge will not be assessed if the original check was received before the 15th of the month and payment is provided within a few days of the returned check notice

Accounts must be current at the end of the school year to attend First Presbyterian Preschool Summer Camp and/or to register for the following school year.

# First Presbyterian Preschool

## Calendar of Due Dates

August 1, 2022, September Tuition due

August 15, 2022, \$100 Supply fee due

September 15, 2022, October Tuition due

October 15, 2022, November Tuition and September ER/LB fees due

November 15, 2022, December Tuition and October ER/LB fees due

December 15, 2022, January Tuition and November ER/LB fees due

January 15, 2023, February Tuition and December ER/LB fees due

February 15, 2023, March Tuition and January ER/LB fees due

March 15, 2023, April Tuition and February ER/LB fees due

April 15, 2023, May Tuition and March ER/LB fees due

May 15, 2023, April ER/LB fees due

May 31, 2023, May ER/LB fees due

## Withdrawal Policy

You must give a **minimum of 30 days written notice** if you intend to withdraw your child from First Presbyterian Preschool. A Child Withdrawal Notice form is available from the Preschool Director. Tuition will continue to be due during the notice period.

***If an account is delinquent for 14 days, the student(s) will not be allowed to attend First Presbyterian Preschool until payment is made in full and may be dismissed from First Presbyterian Preschool.***

# First Presbyterian Preschool

## Financial Responsibility Sheet Commitment

I acknowledge that I have read the First Presbyterian Church Preschool 2022/2023 Financial Responsibility Sheet and by signing below agree to adhere to the policies and procedures contained herein, including the delinquent tuition policy. First Presbyterian Church Preschool may adopt and/or amend the established policies and procedures, not herein covered, and all enrolled participants will be obligated to observe these policies.

- Students will not be able to start classes until the registration fee, supply fee, and first month's tuition have been paid in full.
- Payment of tuition fees is due by the 15th of each month and shall be considered delinquent after that day. A late fee of **\$15 per tuition invoice** will be added to delinquent accounts every month if not paid by the 15th of the month.
- Early Riser and Lunch Bunch fees are due by the 15th of the month following use of services and students will not be allowed to continue attending these programs if their account is past due.
- Due to banking fees, a fee of \$17 will apply if payment is returned for non-sufficient funds.
- You must give a **minimum of 30 days written notice** if you intend to withdraw your child from First Presbyterian Preschool. A Child Withdrawal Notice form is available from the Preschool Director. Tuition will continue to be due during the notice period.
- ***If an account is delinquent for 14 days, the student(s) will not be allowed to attend First Presbyterian Preschool until payment is made in full and may be dismissed from First Presbyterian Preschool.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_

Parent(s) of: \_\_\_\_\_

*Please return this signed form to Kerri Wheeler, First Presbyterian Preschool Director, with your registration application.*