



**Preschool Financial Policy  
2025-2026 School Year**

**Registration Fees**

- Registration fees are required to fund staff training, classroom preparation, and supplies.
- An application fee of \$40 per student is due upon application submission.
- An enrollment fee of \$300 per student is due upon enrollment submission.
- Returning students who register before the priority re-enrollment deadline of February 4, 2025, receive a \$150 per student discount on enrollment fees, which is applied during online re-enrollment.

**Tuition**

- Tuition will be paid by electronic fund transfer (ACH) draft facilitated by FACTS, our online payment processor. All families are required to set up an ACH draft through their FACTS account. Credit cards are not accepted for tuition payments.
- An initial tuition payment equal to one month's tuition will be collected on May 1, 2025. For families enrolling after May 1, 2025, the initial tuition payment will be collected after completion of enrollment.
- Three plan options are available for tuition payments: one annual payment, two semi-annual payments, or nine monthly payments (see table below). A payment plan is selected at enrollment.

**All Application Fees, Enrollment Fees, and the Initial Tuition Payment are non-refundable.**

<b>One annual payment</b>	<b>Two semi-annual payments</b>	<b>Nine monthly payments</b>
Due May 1, 2025 (or upon enrollment)	First payment due on May 1, 2025 (or upon enrollment)  Second payment due on or before December 1, 2025	Initial tuition payment due May 1, 2025 (or upon enrollment)  Monthly tuition payments: September, October, November, December, January, February, March, April
*Requests for changes to payment plans must be made in writing prior to the 1 <sup>st</sup> day of the month for the next scheduled payment.		

- Tuition payments are drafted on the 5<sup>th</sup> of the month, or the following business day.
- Families who choose monthly installments are assessed a \$30 non-refundable annual fee per family, paid with the first tuition payment.
- For students enrolling after May 1, 2025, a non-refundable initial tuition payment will be required upon enrollment in addition to any current month's tuition.
- For students enrolling after the 2025-2026 school year has started, annual tuition is pro-rated based on the date of enrollment.
- Late payments incur a \$15 fee; FACTS assesses a \$30 fee for returned payments.

**Withdrawals**

- A student may withdraw at any time. However, notice needs to be given 30 days prior to the first day of a student's last month of enrollment. For example, if a student's last day is November 30<sup>th</sup>, notice must be given on or before October 31<sup>st</sup>
- For families enrolled in the annual or semi-annual payment plans, a refund of prepaid tuition, except for the initial payment, will be based on the date of written withdrawal notice.

**Other Fees (Non-refundable)**

- Incidental fees including, but not limited to, late pick-up fees are billed through FACTS.
- Late pick-up fees will be assessed after the completion of car line. The fee is \$10 for the first ten minutes, then \$5 for each additional five-minute increment thereafter. Late fees are per child.

