

# Abiding Savior Lutheran Preschool

## Tuition and Fees Policies

### 2016 - 2017

1. An **annual, non-refundable application/activity/supply fee of \$200** is required when applying for your child's placement in the school. No fee is required to be placed on the waiting list. If you apply and we do not have a space for your child, these fees will be refunded until a space opens.
2. Parents may choose between the following program days:
  - 2 days (Tuesday, Thursday)
  - 3 days (Monday, Wednesday, Friday)
  - 5 days (Monday through Friday)

Parents may choose between the following school program times:

  - Preschool Morning (8:30 – 12)
  - Three-Quarter Day (8:30 – 3)
  - Full Day (8:30 – 6)
3. We offer an Early Riser program from 7:30 – 8:25 with two options. You may choose the discounted Early Riser Monthly rate or be billed hourly for occasional use. There is no reduction for absences or holiday closures with the monthly rate.
4. Lunch Bunch and Extended Care are available by the hour as an option. No advance notice is necessary for these hourly options, but children staying will need to bring a lunch.
5. Children age 2 and younger are not required to be toilet trained. Children ages 3 and older must be toilet trained. Children ages 3 and older may not come to school in pull-ups or diapers.
6. If your child naps, there is a one-time napping fee of \$25 for supplies and maintenance.
7. A \$25 fee will be assessed for any changes made reducing your chosen school program days or times after August 1<sup>st</sup>. No fee will be assessed for adding days or hours.
8. Tuition for the school year is set annually and divided into 10 equal monthly payments, due August 1<sup>st</sup> through May 1<sup>st</sup>. There is no tuition reduction for absences or holiday closures. Extra hours are billed separately.
9. Tuition reminders are sent via email by the 1<sup>st</sup> of the month, with payments due by the 5<sup>th</sup>. A late fee of \$25 may be assessed if full payment is not received by the 10<sup>th</sup>. Accounts in arrears for 30 days or more may result in dismissal from the program.
10. If you voluntarily withdraw your child from our program and wish to have your tuition prorated, you must give us two weeks written notice by filling out a withdrawal form. If you give us less than two weeks notice, you will be responsible for the entire month's tuition.
11. You will be charged \$36 for returned checks.
12. A second child from the same family will be given a 20% discount.
13. Abiding Savior Lutheran Church members receive a 20% reduction in tuition and pay a reduced preschool application/activity/supply fee of \$150.
14. We reserve the right to withdraw the above discounts if tuition is not paid in full by the 10<sup>th</sup> of each month.