



**Little Sunbeams Preschool**

A Reggio Emilia Inspired School

# TUITION AND FEES POLICY REVIEW

1. **PRE-PAID SERVICES:** Every rendered service is prepaid, including monthly services, extra requested days, extended hours, planned early drop off, planned late pick-ups, summer camp, and “Red days”.
2. **MONTHLY TUITION**
  - is based on the total school days in your enrollment plan (August-May), times the daily rate, and divided by 10 EQUAL payments. Tuition is the same for each month regardless of how many days in the month.
  - is due on the first day of each month regardless of holidays, vacations and weekends.
  - is late after the fourth of the month; a \$15 late fee is applied.
  - A child is not to attend school after the 4th of the month when a balance is unpaid.
  - We take money orders, certified checks, debit/credit cards, and online payments. No cash or personal checks. Transaction fees may apply.
  - No refunds available upon withdrawal.
  - A semi-monthly payment option (1st and 15th of the month) is available for an additional \$15 per month. Late payment fees are also applicable after the 4<sup>th</sup> and the 19<sup>th</sup>.
3. **REGISTRATION FEE**
  - \$125 per school year (August-May), per family.
  - Non-refundable
4. **MISSED DAYS:** days absent due to personal sickness or events are NOT made up and are not refundable.
  - Early pick up due to a child getting sick in school is NOT made up and is not refundable.
  - If you wish to miss a month but save your spot to continue the year, you must pay a “holding fee” of \$100 before your absence. A “holding fee” may be applied only ONCE during the school year.
  - We will automatically withdraw a child who has not been in attendance for 3 weeks without previous notification. If returning, a fee of \$125 must be paid upon availability.
5. **SCHEDULES:**
  - Every child must have on file a permanent schedule (enrollment plan) that includes days, drop off and pick up times.
  - A \$45 fee applies when changing to a new schedule.
  - There is no penalty when a child is absent or picked up early except that it compromises the effectiveness of the program for that child.
  - Every child can be up to 5 minutes early.
  - Late pick up and early drop off fees are applied when children are picked up late or dropped off over 5 minutes early: \$5 for 1-15 minutes. These fees are paid on the day of the service.
  - Drop-in rates apply for any day added outside of the permanent schedule.
  - The police will be contacted after ½ hour late and after 1-2 messages without any response.
6. **RED DAYS:** vacation days highlighted red in the calendar. They are not included as part of the monthly tuition.
  - Must sign up and pay by due date. Due to staffing, no children will be accepted after due date
  - Available when only 5 or more students are signed up.
  - child care available for half and full days only. No extended days.
7. **SUMMER CAMP:** Registration fee: \$45 Cost: \$25/\$35 per day + special activities Duration: 6 wks, Jun-Jul, 8am-4pm