



## 2011 - 2012 FINANCIAL POLICIES

Effective September 1<sup>st</sup>, 2011

### **TUITION**

St. Thomas More Preschool operates a year round program. The preschool follows the same holiday and vacation schedule as used by St. Thomas More School with the additional summer sessions in July and August. Our program is open to children ages 3-5.

5-day a week and 3-day a week, full time and part time schedules are available.

5-day program - 7:00 AM – 12:00 PM - \$825 monthly

3-day program - 7:00 AM – 12:00 PM - \$525 monthly

5-day program - 7:00 AM – 3:30 PM - \$1,025 monthly

3-day program - 7:00 AM – 3:30 PM - \$645 monthly

5-day program - 7:00 AM – 6:00 PM - \$1,225 monthly

3-day program - 7:00 AM – 6:00 PM - \$795 monthly

Once a family is enrolled, it is their responsibility to make timely payments. The preschool is not obliged to provide bills or payment reminders. Tuition and fees are due in the school office on the 1<sup>st</sup> of the month. Payments may be made by cash, check or credit card. Payments received after the 5<sup>th</sup> are subject to a \$25 late payment charge and the family's enrollment in the preschool may be suspended until the balance is paid.

In the case of early withdrawal from preschool, families may receive a refund for tuition paid in advance. Tuition refunds on over-paid accounts will be computed on a per day basis with the date we are notified, in writing, of the transfer and/or the last date of attendance (whichever is later) plus 25 school days counted as the last day of attendance.

Some preschool reports, parent conferences, recommendations and/or involvement in activities may be withheld, delayed or denied for any student whose family has not fulfilled its financial obligation to the preschool.

### **APPLICATION FEE**

An application fee of \$45 (non-refundable) is charged to cover expenses of processing applications for those applying to enter St. Thomas More Preschool. This fee is charged before an application is processed, that is, before the decision to accept a student into the preschool is made.

### **REGISTRATION FEE**

The registration fee is \$350 per child. No student is enrolled nor is space saved until this fee is paid and all the required forms are submitted by the deadlines specified. This fee is not refundable under any circumstances.

### **RE-REGISTRATION FEE**

The re-registration fee for returning students is \$250 per child. No student is enrolled nor is space saved until this fee is paid and all the required forms are submitted by the deadlines specified. This fee is not refundable under any circumstances.

### **PRESCHOOL MATERIAL FEE**

There is an additional \$100 per child, non-refundable fee paid at registration time for each preschool student enrolled. This fee is charged in recognition of the fact that most of the materials used in the Preschool program are consumable and need to be replaced regularly.

### **EARTHQUAKE/DISASTER FEE**

The preschool collects a fee of \$15 per child, payable with the first month's tuition, to help cover the costs of materials needed for the students and staff in the event that there is an earthquake or some other natural disaster. In the event that there are students and/or staff stranded here at school during/after such an occurrence, these supplies will be available to them. The fee also helps cover the cost of replacing out-dated supplies.

### **PARENTS' CLUB DUES**

Each family is required to join (\$40 per family per year) and co-operate with the St. Thomas More School Parents' Club. *Dues are payable with the first month's tuition.*

### **RETURNED CHECK CHARGE**

There is a charge of \$34 for each check returned to us unpaid by our bank. A returned check cancels the payment for which it was made. Consequently, additional late charges may result from checks returned. We will only accept future payments made by cashier's check, cash or money order, if we have received a returned check from a family during the school year (unless the payee's bank notifies us that they are responsible for the error). This fee applies even when the same check is re-submitted and then honored.