



## 2010-2011 FINANCIAL POLICIES

### **TUITION**

St. Thomas More Preschool operates on a ten-month program from September 7<sup>th</sup>, 2010 through June 30<sup>th</sup>, 2011. The preschool follows the same holiday and vacation schedule as used by St. Thomas More School with the additional in session days through June 30<sup>th</sup>, 2011. 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 – 6:00 PM - \$1150 monthly  
5-day program - 7:00 AM – 3:00 PM - \$950 monthly  
5-day program - 7:00 AM – 12:15 PM - \$750 monthly

3-day program - 7:00 AM – 6:00 PM - \$725 monthly  
3-day program - 7:00 AM – 3:00 PM - \$575 monthly  
3-day program - 7:00 AM – 12:15 PM - \$475 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. Please mail your payments during vacation periods in order that they are received promptly even though the office may be closed. Adjustments and/or extensions of these deadlines may be made, if requested in advance by individual families, and approved by the administration. Decisions are based on a record of prompt tuition payment.

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 \$35 (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 \$300 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 \$75 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 by September 15<sup>th</sup>, 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 – PARENT PARTICIPATION REQUIREMENT**

Each family is required to join (\$30 per family per year) and to co-operate with the St. Thomas More School Parents' Club fulfilling their Parent Participation Requirements. The preschool works in co-operation with the Club's leadership in the decision-making, implementation and enforcement of their policies. Families who have not met at least the minimum prescribed levels of participation in required school/club activities will not be allowed to re-register for the following school year until all fees are paid, including their child(ren)'s participation fee(s). Dues are payable no later than September 15<sup>th</sup> and are non-refundable. Parents' Club dues remaining unpaid as of September 15<sup>th</sup> are automatically increased to \$50.

### **RETURNED CHECK CHARGE**

There is a charge of \$25 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.