

Tuition Procedures

Dear Parents:

We are so excited to have your child/children and family here with us. This letter is to explain some of the specifics with regards to payment of tuition here at Congregational Preschool so that our accounting will run smoothly.

- (1) Tuition is due by the 1st of each month and is considered delinquent after the 5th of the month and will incur a \$10 late fee.
- (2) A reminder e-mail will be sent out at the end of the previous month informing you that tuition will be due soon and must be paid by the 5th of the month or you will incur a late fee. There will also be reminder signs in the classrooms by the sign-in area.
- (3) Tuition should be placed in the lock box that is hanging on the wall right outside the hallway by the 2s classroom (Room D) at the end of the hall. . Please ask if you are having trouble finding the lockbox -- it is pretty discrete. Last year, some families paid tuition and extended care payments through bill pay with their bank. It worked really well as long as they allowed ample time for the payment to get processed and mailed to school.
- (4) Please include your child's full name and classroom in the memo line of the check (ex) John Smith MWF 3s. If you are paying for several children please include each child's name and classroom.
- (5) Please also include the month of the tuition you are paying, (ex) October 2010, in the memo line.
- (6) If your child has used extended care you will get a separate billing that you will receive by the 1st of each month. Unlike tuition payments that are due on the 1st of each month, extended care payments will be due by the 15th of the month or will incur a \$10 late fee. If possible, please pay extended care and tuition with two separate checks. It makes it much easier on our bookkeeper. Like tuition, please include your child's name, the letters EC and month you are paying in the memo line of your check.
- (7) If you are paying a late fee from the previous month please indicate that fact somewhere on your check as well.

I hope the above information is clear. Thank you for your cooperation. Please feel free to call me or contact me if you have any questions. We are looking forward to a great school year!

Tara