

2018-2019 Payment Policy

Preschool tuition is collected in nine equal monthly payments and allows for school closings, national holidays, Thanksgiving, Christmas, and Spring Break. There are no refunds for unattended classes. If your child is going to be gone for an extended period of time, tuition must be paid in order to keep your child's spot. Should a student need to withdraw, thirty days written notice is requested. **Tuition is non-refundable and non-transferable.**

Monthly tuition payments for Sept. 2018 through April 2019 are due on the first of each month. May 2019 tuition is due by June 1, 2018. Failure to pay May 2019 tuition by this date will forfeit your child's spot in the preschool program. May 2019 tuition is **non-refundable** after June 30, 2018. If registration takes place after May 2, 2018, May 2019 tuition will be due within 30 days and is not refundable.

In addition to tuition, a one-time Registration Fee and a one-time Activity Fee are also collected. The Registration Fee is collected at the time of registration. The Activity Fee is collected in September, along with September tuition.

2018-2019 Tuition & Fees*	Due Date
Registration Fee	At Registration
May 2019 Tuition	June 1, 2018 or within 30 days
Activity Fee	Sept. 1, 2018
Sept. 2018-April 2019 Tuition	First of each Month

*Tuition and fees are **non-refundable and non-transferable.**

Tuition is due in the preschool office no later than the 1st of each month. Accounts with a past due balance after the 5th of the month will be charged a \$20.00 late fee. A \$35.00 processing fee will be charged for returned checks.

Tuition is based on a start time of 9:15 a.m. (carpool begins at 9:05) and a pick-up time in the classroom of 1:15 p.m. We do not offer an early drop-off or a late-stay program. Children whose parent or carpool ride has not arrived by 1:25 p.m. will need to be picked up in the preschool office. After 1:25 p.m., you will be charged a late pick-up fee of \$15.00 for every 10 minutes or any part thereof. This charge will show on your next billing statement.

For your information, the preschool's Tax ID number is located on each tuition statement.

A monthly statement, to serve as a reminder, will be emailed to you the last week of every month. This statement will include tuition and any other fees accrued during the month.

PLEASE MAKE ALL CHECKS, BILL PAYS, OR MONEY ORDERS PAYABLE TO: Johns Creek Presbyterian Preschool (JCP Preschool) with your child's first and last name in the memo line. If cash is your only method of payment, deliver it in person to a director and wait for a receipt. The office does not keep cash on hand therefore cannot make change. Credit cards are NOT accepted due to the high surcharge.

Your signature on the bottom of the registration form indicates you have read and understand this Payment Policy.