

**2019-2020 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. Should a student need to withdraw, thirty days written notice is requested. 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. If you choose not to pay tuition your child will be withdrawn and you will be charged a re-enrollment fee of \$200 upon your return, if a spot is available. *Paying monthly tuition while you are gone is the only way to assure your child can return to the same class.* **Tuition is non-refundable and non-transferable.**

Monthly tuition payments for Sept. 2019 through April 2020 are due on the first of each month. May 2020 tuition is due by June 1, 2019. Failure to pay May 2020 tuition by this date will forfeit your child's spot in the preschool program. May 2020 tuition is **non-refundable** after June 30, 2019. If registration takes place after May 2, 2019, May 2020 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.

<b>2019-2020 Tuition &amp; Fees*</b>	<b>Due Date</b>
Registration Fee	At Registration
May 2020 Tuition	June 1, 2019 or within 30 days
Activity Fee	Sept. 1, 2019
Sept. 2019-April 2020 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 5<sup>th</sup> of the month will be charged a \$20.00 late fee. A \$35.00 processing fee will be charged for returned checks. If an account is more than 45 days past due and no effort is being made to pay the balance, the student will not be allowed to attend preschool until the situation is remedied.

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 there of. This charge will show on your next billing 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. For your information, the preschool's Tax ID number is located on each tuition statement.

**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.*