

## 2021-2022 Payment Policy

Preschool tuition is collected in nine equal monthly payments and allows for school closings, national holidays, Thanksgiving, Christmas, and Spring Break. **Tuition and fees are non-refundable\* and non-transferable.** There are no refunds for unattended classes. Should a student need to withdraw, thirty days written notice is requested.

Monthly tuition payments for Sept. 2021 through April 2022 are due on the first of each month. May 2022 tuition is due by June 1, 2021. Failure to pay May 2022 tuition by this date will forfeit your child's spot in the preschool program. May 2022 tuition is **non-refundable** after June 30, 2021. If registration takes place after May 1, 2021, May 2022 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.

### PAYMENT SCHEDULE

2021-2022 Tuition & Fees	Due Date
Registration Fee	At Registration
May 2022 Tuition	June 1, 2021 or within 30 days
Activity Fee	Sept. 1, 2021
Sept. 2021-April 2022 Tuition	First of each Month

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

*\*Note, tuition may be refunded if the school is forced to close for more than 10 school days in a school year, due to conditions outside our control (e.g., weather, pandemic, etc.). Registration and activity fees are not refundable under these circumstances.*

**Late Payments:** Tuition is due 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. 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.

**Late Pick-up:** 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. 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 that you are late to pick up your child. This charge will show on your next billing statement.

**Returned Checks:** A \$35.00 processing fee will be charged for returned checks.

**Extended Absence/Re-enrollment:** If your child will be gone for an extended period of time, for any reason, tuition must be paid in order to keep your child's spot in the class. If you choose not to pay tuition your child will be withdrawn. If you would like to return to the preschool, and we have space available, you will be charged a re-enrollment fee of \$200. *Paying monthly tuition while you are gone is the only way to assure your child can return to the same class.*

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.

**We accept Check, ACH (form is on our website), Credit Cards (Visa, Master Card and Discover only) and Cash. Please make checks payable to: Johns Creek Presbyterian Preschool (JCP Preschool) and include 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.**