

2022-2023 Payment Policy
(revised May 2022 due to change from Procure to Brightwheel)

Preschool tuition is collected in ten equal monthly payments and allows for school closings and holidays. The school year is from mid-August through the third week of May. **Tuition is non-refundable and non-transferable.** There are no refunds for unattended classes. Should a student need to withdraw, thirty days written notice is requested.

PAYMENT SCHEDULE

2022-2023 Tuition & Fees*	Due Date
Registration Fee	At Registration
Tuition Fee 1	June 1, 2022 or within 30 days of registration
Tuition Fee 2 and Activity Fee	August 1, 2022
Tuition Fee 3	September 1, 2022
Tuition Fee 4	October 1, 2022
Tuition Fee 5	November 1, 2022
Tuition Fee 6	December 1, 2022
Tuition Fee 7	January 1, 2023
Tuition Fee 8	February 1, 2023
Tuition Fee 9	March 1, 2023
Tuition Fee 10	April 1, 2023

*Registration, Tuition and Activity Fees are **non-refundable and non-transferable.**

Late Payments: Tuition is due 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. 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 four-hour school day with a start time of 9:05 or 9:15 a.m. and a pick-up time of 1:05 or 1:15 p.m. Children whose parent or carpool ride has not arrived by 1:15 for the first classes to dismiss and 1:25 p.m. for the later, will need to be picked up in the preschool office and 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 If you choose not to pay tuition your child will be withdrawn.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 \$100. *Paying monthly tuition while you are gone is the only way to assure your child can return to the same class.*

Monthly statements, as well as tax statements, will be available on your Brightwheel account. The preschool's Tax ID number is 58-212961.

We accept check and cash at the office or ACH (.90 per transaction) and credit cards (convenience charge) through Brightwheel. Please make checks payable to: 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.

When registering online, please mark "I have read the Payment Policy and recognize and understand all fees and agree to the terms and conditions".