

ST. MARK PRESCHOOL FINANCIAL POLICY

Revised as of March 2020

REGISTRATION FEES

The registration fee for all Preschool classes is \$95 per child. Registration fees are due at the time of registration and are **non-refundable**. There are no discounts on this fee.

TUITION PAYMENT

Monthly tuition fees are due on the first day of the month and delinquent after the tenth of the month. A late fee of \$5 will be added to all payments made after the tenth with an additional \$5 added for each additional day. Payments will be considered excessively late if not paid by the 20th of the month. A conference with the Director will be necessary to determine if future enrollment will be possible and to set up a plan for payment.

Payments are due in full each month whether or not the child attends every day or holidays occur. Payments can be made by cash, check or money order (payable to St. Mark Preschool). Students who enroll during the school year and wish to begin attending in mid-month will be charged a pro-rated amount for the first month. Withdrawal before the last day of the month will require payment for the whole month's tuition, unless at least one month's notice of withdrawal date was given in advance. There will be no refunds of tuition paid.

RETURNED CHECKS

A \$25 fee will be charged on all returned checks. More than two returned checks will result in fees payable only by money order.

LATE PICK-UP FEES

All Preschool classes begin at 9:00 AM and end at 12:30 PM. Children may not be left unattended at school before 9:00 AM. Their teacher will take children who remain after 12:35 PM to the office for pick-up there. You will be required to sign your child out and pay the appropriate late charges. Late fees will begin at 12:36 PM. You will be charged \$1 for each minute that you are late. If you arrive at 12:40, you will owe \$10. If you arrive at 12:37, you will owe \$7 and so forth. Pick-up time will be calculated according to the St. Mark Preschool office clock. Staff members depart at 12:45 PM and the building is closed. If a child is still here after 12:45, we will take the child to the CDC if there is space available. The parent will then be charged the \$15 late fee by the Preschool and will be charged the drop-in-rate at the CDC of \$50. After-school care is not available through the Preschool. If you have need of after-school care you may choose to make prior arrangements with the St. Mark Child Development Center.