**Registration Fee – 2023-2024**

* A non-refundable registration fee of $100.00 per family is required with the application at registration each year.
* If you require Before-Care (AM CARES) and / or After-Care (PM CARES), there is a non-refundable registration fee of $25.00 per family

**Preschool Tuition – 2023-2024**

* Tuition for the 2023-2024 academic year is paid in one, two, or ten monthly\* installments beginning in July 2023.
* You will receive a 3% discount in you pay in full in July or August.
* The tuition for both the preschool program andAM/PM CARES PROGRAM will be paid through the FACTS TUITION MANAGEMENT SYSTEM.
* If you enroll your child AFTER school has started in September, please contact the Parish Business Manager, Kathleen Werner, at 215-672-2881 or [businessmanager@stcatherineschurch.org](mailto:businessmanager@stcatherineschurch.org) to make arrangements.
* In August you will receive additional details about orientation and an updated calendar.
* \*If you opt to pay monthly, your monthly payment amount will vary depending on your enrollment date in the FACTS TUITION MANAGEMENT SYSTEM. If your payments begin after July, your monthly payment will be higher based on a reduced number of payments.

**Tuition Rates– 2023-2024\*\***

5-day Program (Full Day- 8:30am to 2:30pm):  
$6,250.00 - Annual tuition  
  
5-day Program (Half Day- 8:30am to 11:30am):  
$4,550.00 - Annual tuition  
  
3-day Program: Monday - Wednesday - Friday (Full Day- 8:30am to 2:30pm):  
$5,500.00- Annual tuition  
  
3-day Program: Monday - Wednesday - Friday (Half Day- 8:30am to 11:30am):  
$3,800.00 - Annual tuition

\*\*Prices subject to change

**Tuition Policy – 2023-2024**

* NO STUDENT WILL BE ADMITTED TO SCHOOL UNLESS ALL REQUIRED DOCUMENTS HAVE BEEN COMPLETED, IN PARTICULAR, THE ESTABLISHMENT OF YOUR FACTS TUITION MANAGEMENT ACCOUNT.
* Tuition must be paid in a timely manner.
* If you have a financial hardship, it is your responsibility to contact the Business Manager in the Parish Office.
* There is no reduction in tuition due to any personal vacation or other voluntary absences that result in any child/children not attending school during the school year.

I agree to make tuition payments for the 2023-2024 school year for the program I have selected below. If I have a financial hardship, it is my responsibility to contact the Business Manager in the Parish Office.

Withdrawal prior to the end of the school year impacts the mission of St. Catherine of Siena Preschool and the ability to plan financially. Hiring and classroom space decisions are based on enrollment. If I decide to withdraw my child/children before the end of the 2023-2024 school year, I must give to the Director a written notice 30 days in advance of the withdrawal date. If I withdraw my child after his/her first 30 days, I will be charged for an additional month of tuition after the withdrawal date.

I have read and understand the St. Catherine of Siena Preschool Tuition Policy.

I understand there is no reduction in tuition due to any personal vacation, sick leave, or other voluntary absences that result in any child/children not attending school during the school year.

**Student(s) Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parents/Guardians (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preschool Program** (circle one)**: 3 yr. or 4 yr.**

**3 days \_\_\_ half 3 days \_\_\_ full**

**5 days \_\_\_ half 5 days \_\_\_ full**

**CARES: AM \_\_\_ PM\_\_\_**

**Preschool Tuition Payment Options – 2023-2024**

Tuition payment in FACTS can be made via Bank Draft (ACH) or Credit Card.

See following page for credit card payment details.

There are three payment options:

\_\_\_\_ A. Payment in Full\*\* - A single payment via FACTS payable in July or August 2023.

\*\*This option entitles the responsible party to a 2% discount.

(No FACTS Enrollment Fee)

\_\_\_\_ B. Two Payments – Two payments via FACTS payable in July 2023 and January 2024.

($10.00 one-time FACTS Enrollment Fee)

\_\_\_\_ C. Ten Payments – Ten payment via FACTS payable on the 5th or the 20th of each month beginning July 2023 and ending in April 2024.

($45.00 one-time FACTS Enrollment Fee)

* Contact the Business Manager for tuition details when enrollment is made after August 2023. Your monthly payment amount will vary depending on the number of monthly payments being made.
* Late Payments: FACTS will charge a $30.00 fee for any missed payments due to insufficient funds and you may incur a fee from your own bank.

Bank Draft and Credit Card Payments in FACTS:

The FACTS TUITION MANAGEMENT SYSTEM allows you to pay tuition via an automatic bank draft or a credit card.

The credit cards accepted are VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER.

FACTS charges a 2.75% convenience fee for payments made by credit card.

You can change your payment method at any time. For instance, if you sign up with your credit card for payment and decide two months later that you don’t want to use it, you can go into your account at FACTS and change your payment to be a Bank Draft (ACH) from either your checking account or savings account and vice versa.

**FACTS Tuition Management website:**

[https://online.FACTSmgt.com/signin/3P808](https://online.factsmgt.com/sign/3P808)

**Before-Care and After-Care Options – 2023-2024**

AM CARES and PM CARES are invoiced monthly viaFACTS TUITION MANAGEMENT SYSTEM.

AM CARES and PM CARES drop-ins are invoiced monthly from the Preschool office.

**Before-Care (AM CARES):**

|  |  |
| --- | --- |
| Hours | 7:15 - 8:30 AM |

AM CARES:

The earliest drop-off time is at 7:15. The cost is $10.00/day.

In case of a delay due to inclement weather the AM CARES Program will be cancelled.

**After-Care (PM CARES):**

|  |  |
| --- | --- |
| Hours | 2:30 – 5:45 PM |

|  |  |
| --- | --- |
| **PM CARES**  **Five days per week**  **Four days per week**  **Three days per week**  **Two days per week**  **One day per week** | **Cost per Month**  **One Child Two Children**  **$ 400.00 $600**  **$ 380.00 $560**  **$ 300.00 $440**  **$ 250.00 $360**  **$ 155.00 $225** |

PM DROP-IN RATE: For children needing occasional care, i.e., one or two days per month - $25.00 for the first child; $10.00 each additional child.

Children must be registered to use the Drop-In Program.

Drop-Ins will be invoiced monthly from the Preschool office.

In case of early dismissal due to inclement weather the PM CARES Program will be cancelled.