Castle Bridge Preschool Tuition Policy Agreement

Castle Bridge Preschool's operation is based on enrollment and therefore, we have the following tuition policy:

Registration Fee (non- refundable): $60.00 before Sept.1
$85.00 after Sept. 1

General Tuition: Monthly tuition is as follows:

4 day Morning or Afternoon (Monday-Thursday):	$195.00
3 day Morning or Afternoon (Tuesday-Thursday):	$165.00
4 day Morning and 4 day Afternoon:	$390.00
3 day Morning and 3 day Afternoon:	$330.00

Payment: Tuition for enrollment is charged as a monthly fee. The payments are non-refundable and not based on the student's attendance. Tuition is the same whether a child is absent or not. No adjustments will be made for planned absences or family vacations either.

Payment Method: Please choose one of these options:

- Monthly Checks (made payable to Castle Bridge Preschool) should be deposited into the box just inside the door of the classroom.
- Checks may be mailed to the school, but must be received by the due date.
- Cash deposits put into an envelope and deposited into the box just inside the door of the classroom.
- Convenient online tuition payments may be made at https://castlebridgeprechool.org in the "shop" section. Please realize that there is a convenience fee of 3% included with this option.
- Payment in full (due on the first day of school): if you choose to pay for the entire year, you will receive a 5% discount on the total amount due.
- Payment in 2 installments (due on the first day of school and the first day back in January): If you choose to pay tuition in two installments, you will receive a 2.5% discount on the total amount.

Tuition adjustments may be made for families with multiple children attending the preschool at one time.

To make adjustments or payment arrangements not stated in this policy, please do not hesitate to contact the Board Treasurer. She will be happy to work with you. Communication is key.

Due date: All monthly payments are due by the 10th of the month regardless of whether or not a tuition statement has been received by the parent or guardian.

- A $25.00 late fee will be charged if payment is not received by the 10th unless arrangements have been made with the Treasurer.
- If payment is not received or arrangements have not been made by the 15th of any given month, the student will be suspended from school until the balance is paid.

Pro-rated Tuition: Tuition may be prorated for the very first month a child is enrolled if he or she begins after the beginning of the month. The tuition will be prorated accordingly. This is the only time tuition will be pro-rated.

Insufficient Funds: Checks that are insufficient will result in a $30.00 charge in addition to any applicable late fees incurred and require replacement in the form of cash, money order, or cashier's check. If there is a second returned check, all future payments must be made using cash or money order.

Commitment: Our commitment to the students is for the full school year and we respectfully ask the same from the students and their families. Good communication allows the Board and the teachers to plan accordingly if a family must terminate mid-year. If termination is necessary, please give the preschool 30 days notice or you will be responsible for that month's tuition. Our budget is based on enrollment, and this will help us in planning and addressing the financial needs of the Preschool.

☐ I have read and understand Castle Bridge Preschool's Policies and Tuition Payment Commitment and I accept them as they are.

_____ _____
Signature of Parent/Guardian Date

_____
Print Name