

## The Nature and Purpose of St. Alban's Preschool

The Preschool/Kindergarten is an outreach ministry of St. Alban's Church serving families of the parish and community.

An Episcopal school offering excellence in developmentally appropriate and child-focused early childhood education. It cherishes Christian tolerance fostering "respect for the dignity of every human being,"<sup>1</sup> in the context of "an ever-widening circle of friends."<sup>2</sup>

Our school models the Christian Gospel by actively encouraging children to develop "an inquiring and discerning heart, the courage to will and to persevere, a spirit to know and to love God, and the gift of joy and wonder in all God's works;"<sup>3</sup> and by regarding "failure not as a measure of worth, but as a chance for a new start."<sup>4</sup>

The school, with Church assistance, provides an age-appropriate weekly chapel service. It also utilizes appropriate forms of grace before meals and/or snacks and celebrates with songs, story and explanation of the major Christian and other spiritual holidays, including those of other faiths. It incorporates, with sensitivity, age-appropriate Christian nurturing in its curriculum, not to proselytize but to stimulate and develop children's spiritual interest and convey the enduring respectful faith of healthy hearts and minds advanced by biblical and Episcopal teachings.

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<sup>1</sup> Baptismal Covenant, Book of Common Prayer (BCP) page 305

<sup>2</sup> "For the Diversity of Races and Cultures," BCP page 840

<sup>3</sup> "Prayer of Thanksgiving" BCP page 308, based on the Gifts of the Holy Spirit referenced in Isaiah 11:2.

<sup>4</sup> "For Young Persons," BCP page 829

**Statement of Services**

St. Alban's Preschool is licensed by The Arizona Department of Health Services to provide half-day and full-day child care for children 2 to 5 years old.

Open enrollment is in February of each year. Spaces not taken in February are filled on a first come, first served basis, without regard to race, religion, or gender.

Children with special needs may be enrolled in the school provided that the existing program can meet the needs of the child.

Emergency medical procedures are posted in each classroom.

All annual inspection reports are available upon request in the Preschool office.

St. Alban's Preschool is licensed by:

*Arizona Department of Health Services  
400 W. Congress, Suite 100  
Tucson, Arizona 85701  
(520)628-6540*

**Mission Statement**

We are an Episcopal school, an outreach ministry of St. Alban's Church, serving families of the parish and community:

- Providing excellence in developmentally appropriate education in a safe environment that supports learning and success.
- Cherishing Christian tolerance and fostering respect for the dignity of every human being.
- Encouraging children to develop inquiring and discerning minds and hearts and to discover the gift of joy and wonder in all God's works.
- Sustaining excellence in personnel programs.

**Goals**

The school will:

- Be committed to an environment that promotes effective communication
- Foster a positive School culture.
- Be proactive in identifying safety and liability issues and in developing procedures/policies.
- Maintain financial viability and responsibility.
- Expect a continuous improvement process that actively promotes educational excellence.
- Identify and communicate facility priorities and maintain a safe environment,
- Be committed to Board leadership continuity and quality.
- Be committed to strong parent, community, school and parish relationships.

### **History and Background of St. Alban's Preschool**

St. Alban's Preschool/Kindergarten was established in 1990 as an outreach ministry of St. Alban's Episcopal Church. Since that time, the school has provided developmentally appropriate preschool experiences for children in the community.

In June 2000, the school was accredited by the National Association for the Education of Young Children (NAEYC).

St. Alban's is a First Things First, Quality First accredited school.

### **Philosophy and Curriculum**

St. Alban's Preschool views young children as feeling, thinking and growing individuals. It is the preschool/kindergarten's role to provide a safe, supportive, nurturing environment where young children can grow and develop to their full potential.

St. Alban's Preschool addresses the needs of the whole child. Our curriculum includes opportunities for growth emotionally, socially, physically, creatively, and cognitively. The staff at St. Alban's uses a child-centered process-oriented curriculum which is developmentally appropriate for each age group. A detailed curriculum statement is available upon request.

St. Alban's Preschool views discipline as part of the educational process rather than as punitive intervention by staff. Communication, redirection, and finally a brief "time-out" to regroup are the principle discipline techniques used at the school.

St. Alban's Preschool believes that its philosophy, programs, and methodology are appropriate for most children. However, St. Alban's Preschool reserves the right to exclude a child registered for the school year when the administration feels that a mismatch may occur, or has occurred, or when that child's behavior and/or actions are having a negative effect on the teaching and learning experience of the group, or when the child's behavior and/or actions impact the safety of St. Alban's Preschool staff, students, or visitors.

### **HiMama**

In 2021 St. Alban's incorporated the HiMama App as a valuable tool for teachers to track student development using a standardized assessment; communicate with families on activities and student progress; and develop portfolios for parents to keep at the end of the year. Each family is required to register for their own unique log-in to the secure network for the app. Written consent is required to post photos of your child in the app.

### **Staff**

The staff of lead and assistant teachers at St. Alban's Preschool and Kindergarten is well qualified for their positions. Lead teachers have, or are working toward degrees in Early Childhood, Elementary Education, or a closely related field, with or without certification, plus successful experience working with children. Assistant teachers have a minimum of a high school diploma, (many have an associate degree or higher) and previous successful work with young children. Each staff person is required to have a background check and Fingerprint Card issued by the Arizona Department of Public Safety. Staff are also required to participate in a minimum of 18 hours of continuing education per year. Every effort is made to ensure staff stability.

### **Field Trips**

St. Alban's Preschool does not participate in any field trips that go off campus.

### **Discipline Policy and Behavior Philosophy**

St. Alban's Preschool uses redirection, which may include separating a child from the group and giving that child something quiet to do alone (reading a book, drawing pictures, etc.), and believe it to be the most effective way to change a child's behavior. While children do not have to say they are "sorry" to rejoin their friends, it is appropriate to help children understand how their friends feel. At St. Alban's Preschool developing empathy for others is an important developmental skill that our teachers facilitate.

St. Alban's Preschool philosophy is to discipline a child with love. We never allow a situation to reach a level where staff start to discipline out of anger. If a teacher needs a break from a situation, they are encouraged to look to their teaching assistant or the director for assistance.

#### Discipline Policies:

- No hitting, shaking, pushing of children is ever allowed!
- No verbal abuse (yelling) or humiliation of any kind is allowed.
- No child shall be subjected to cruel or severe punishment and no child shall be punished for soiling, wetting, or not using the toilet. This includes verbal and non-verbal signals by the teacher of disgust or frustration.
- No child shall be denied food as a form of punishment. No child shall be punished or humiliated for eating too much food.
- Time-out is used on a limited basis for severe aggressive behaviors only. An incident form will be filled out for each occurrence and filed by the teacher in our Health and Safety Notebook.

#### Additional principles supporting our behavior philosophy:

- Caring and control are both necessary ingredients of a good teacher
- Children learn skills, while increasing self-esteem
- A teacher must combine affection with control
- Discipline is liking children and letting them see that they are liked
- Discipline is caring enough about them to provide good, clear rules for their protection
- If a child knows that what he does is important to the teacher, it starts being important to him, too, especially if they like and respect each other
- A child needs affection, order, security, and an interesting program, not punishment, fear, tension, silence, or pity

## **School Schedule**

St. Alban's Preschool is open from 7:00 am to 6:00 pm Monday through Friday. The school year runs from August to late May, with holidays and staff in-service days indicated on the school calendar. A school calendar is available to all families.

## **Daily School Schedule**

### **7:00am-9:00am: *Early Morning Care***

A variety of indoor and outdoor activities are provided for children who arrive early.

### **9:00am-12:00pm: *Preschool Program***

Children are grouped in classes based on age. Class size is limited to 17 students per class to ensure program quality.

Class curriculum is developmentally appropriate for the needs of the children in each class. We contract independent instructors to conduct special programs throughout the week for each class as part of our program. These special programs can include dance, gymnastics, yoga, art and music. The school, with Church assistance, provides an age-appropriate weekly chapel service.

### **12:00pm-1:00pm: *Lunch and Outdoor Play***

Children staying for lunch need to bring a nutritious lunch from home. Small items such as a cup of soup or leftovers may be micro-waved in the classroom.

### **1:00pm-3:00pm: *Rest Period and Afternoon Programs***

After lunch, children who nap may rest in room 15 until 3:00pm.

Preschoolers who do not nap will go to the playground, a special program in Room 11 & 12, or free play in Rooms 16, 17, 18 or 19 as determined by the schedule and weather that day.

### **3:00pm-6:00pm: *Extended Day Child Care***

Children staying after 3:00pm will have a variety of activities including a nutritious snack, outdoor play, reading, science, art projects, games, and block building.

## **Severe Weather or Other Emergencies**

St. Alban's Preschool and Kindergarten will follow the Tucson Unified School District's school delays, cancellations, or early closures due to severe weather or other emergencies. Tune into a local news source to find out if TUSD and therefore St. Alban's, will be delayed in opening, cancelled for the day, or will be closing early.

## **Student Enrollment Forms**

Per state licensing requirements, student files must include: a completed registration form; a blue Emergency, Information and Immunization Record form; a copy of their most recent immunizations; a Family Information form; and a green Parent Contact & Release Information form before beginning school.

## **Disenrollment Policy**

If you choose to disenroll your student for any reason, we ask that you notify the school office at least 5 days in advance of your student's final day. All tuition will be prorated and due at the time of disenrollment.

In the event the staff and Director become concerned that St. Alban's Preschool is not an appropriate environment for your child, parent/teacher meetings will be scheduled to address and attempt to resolve all concerns. If the concerns cannot be remedied after mediation, then we reserve the right to disenroll the student immediately.

## **Student & Family Information**

Please notify the school office of any changes in your home or business addresses, telephone numbers, or any changes in persons designated for emergency contacts or medical care. Please update shot records when your child receives new immunizations.

## **Arrival and Departure**

Parents must sign their full name when signing children in and out of school each day, as required by state licensing. Sign-in books with a page for each child are in each classroom. We require that the **signatures** of each person, other than the parents, designated to deliver or pick up a child be on file at the school. Please be accurate when recording pick up and drop off times.

## **Student Release Policy**

If the person picking up your child is not known to St. Alban's teachers, they will be required to show a photo ID to be verified against the list of authorized people on your student's Green Emergency Contact form. Please let the people picking up your child know this, so they bring photo identification with them.

Inform the Director and record on the Blue Emergency & Information form the name of any person NOT authorized to pick up your child.

St. Alban's Preschool and Kindergarten's student release policy is based upon the safety and well-being of the student. The school reserves the right not to release a student to his or her parent, legal guardian, person designated by the parent to pick up the student ("parent designee"), if a teacher or school employee reasonably believes that the parent, legal guardian, or parent designee is incapacitated and cannot therefore safely operate a motor vehicle from the school with the student as a passenger. If the staff member cannot in good conscience release the child, the school will retain physical custody of the student until the impairment no longer exists or alternative arrangements have been made to provide safe transportation for the student. The school reserves the right to contact the Pima County Sheriff's Department or any other appropriate local authority to intercede should a dispute arise over the school's invocation of this policy.

## **Attendance**

Please try your best to bring your child to school by the time classes begin. Arriving late can be disruptive to the class and gives even young children the message that it's okay not to be here on time. If your child will not be attending school on a particular day, please call the office to let us know.

### Extra Hours/Schedule Changes

St. Alban's makes every effort to accommodate a parent's request to change or add childcare hours, however we cannot guarantee childcare hours beyond the ones registered for. We ask that you let us know in advance if you plan to leave your child beyond his/her scheduled departure time.

There is a charge of \$10.00 per extra hour, per child.

### Late Pick Up/Early Drop off

Please pick up your student as scheduled per your registration. We schedule staffing to accommodate the number of students registered to attend throughout the day. If you are late to pick up your child, it can affect our staff's departure time at the end of their scheduled shift.

We recognize the complexity of everyday life and that occasionally children cannot be picked up or dropped off on time. Please contact the office to let us know if you will be late more than 15 minutes for drop-off or pick-up so we can update the teachers.

There is a 15-minute grace period before and after your child's schedule before the \$10.00 per hour, extra charge will apply. Thank you for being punctual!

### Special Events during the School Day

If your child is not signed up to attend school on a day that a special event is happening, such as the Halloween Parade, they are welcome to attend **with** a parent or guardian. To maintain our school's child/teacher ratios, please do not plan to leave your child at school on a day he/she is not scheduled to attend without permission from the director.

### Sunscreen

Learning to be safe in the sun is an important part of Early Childhood Education in Tucson! Children who stay at St. Alban's for six hours or more should have a parental-purchased bottle of sunscreen at school. Please label the bottle with your child's first and last name. The sunscreen will be stored in a locked cabinet in the classroom and will be applied to children before afternoon playground time. St. Alban's does not provide sunscreen and we cannot apply sunscreen without written parental consent.

### Water bottles

Each student is required to bring everyday a personal water bottle clearly labeled with their full name. The students spend time playing both indoors and out and proper hydration is very important. Staff will refill water bottles throughout the day and students can use the water bottle refill station on the playground. Please let the office know if you forget your child's water bottle and a temporary one will be provided for the day.

### Clothing

Please dress your child comfortably and simply for school. Preschool is an active and sometimes messy place. Clothes need to be washable and durable. Girls should wear shorts under skirts or dresses. To avoid confusion, please label everything sent from home.

Closed toe shoes are best for active play. If your child wears sandals, they must have a back strap.

Please provide a change of clothes to keep in your child's cubby in the event of getting excessively wet or dirty. Clothing should be **labeled with the student's full name**.

### **Toys from Home**

Students are not allowed to bring toys to school, except in the case of the teacher notifying the family of show and share day. St. Alban's is not responsible for toys that are brought to school.

### **Toy Weapons**

St. Alban's has a school policy regarding toy weapons and games of "killing and injuring" living things. We realize that children do play games of police and warfare; however, St. Alban's feels that such games should not be part of a child's school experience. No toy weapons of any kind are allowed at school.

### **Birthdays**

Each child's birthday will be celebrated at school. Parents may contribute a special treat for that celebration. **For safety reasons, we do not allow homemade treats.** Please do not distribute party invitations, thank-you notes, or gifts in the classroom.

### **Diapers and Pull-Ups**

Diapers and/or pull-ups may be worn by the children in the 2-year-old class in room 15. Diapers, pull-ups and wipes must be furnished by the family.

### **Bathroom Accidents**

When a child has a bathroom accident, the child shall be attended to immediately. The child should self-help as much as possible (i.e. removing soiled clothing, placing them in a bag, putting clean clothes on). If a child does not have a change of clothes, they may borrow St. Alban's clothes.

*If staff believe the accident to be due to diarrhea, the parents will be called to take the student home.*

### **Reporting incidents at school**

If your child has an accident, or is injured, at school you will receive an incident report in the plastic sleeve for your student in the sign-in book. Please sign the report and return one copy to the office. If the injury involves the head, or is deemed serious, you will receive a call from the school. We reserve the right to call 911 in the event of an emergency.

### **Medication**

If your child needs to take medicine while at school, please be sure to give the medicine to the Director for safe storage and sign a medication consent form. Medication must be in the original prescription container with the child's name, the name of the drug, instructions for dispensing, as well as the expiration date. It must also have the prescription number and the prescribing doctor's name.

Non-prescription medication must also be accompanied with a doctor's note detailing the child's name and instructions for dispensing. If the medication is a liquid, it must be accompanied by a calibrated spoon. The only exception to this rule is sunscreen. A family-purchased bottle can be kept at school and applied as needed with written parental consent.

### **Snacks**

Snack is served each morning. We ask that families contribute to our morning snacks by providing 17 portions of a healthy snack at least one day of the month. A snack calendar is posted in the classroom at the beginning of each month, please sign up on the calendar for the day(s) you would like to bring snack.

If you forget to bring a snack, St. Alban's will provide a substitute snack. We ask that you bring in a non-perishable snack to replace the snack used.

Afternoon snacks are provided by St. Alban's, unless you have signed an allergy action plan and are providing your child with his/her own snacks.

**Only commercially prepared items may be served as snacks.**

### **Lunch**

If your child is staying for lunch, please bring a packed lunch including drinks and utensils. Children who are registered for the morning program may stay for lunch, with prior notice to the teacher that they will staying. There will be a charge of \$10.00 per additional hour or part of an hour that the student stays after the morning program ends at noon.

*Pizza Lunch on Fridays* – We offer an optional pizza lunch on Fridays for \$5.00. Pizza Lunch includes: cheese pizza, seasonal veggies or fruit, and Oreos. You can order in advance in the front office and the fee will be added to the family's monthly tuition statement.

### **Family Involvement**

Family interest and participation is welcome at St. Alban's. Families are welcome to visit their child at any time. Family volunteers are always needed for special projects, and celebrations. Families also contribute to class snacks by signing up in their child's classroom.

### **Room Parents**

Two room parents are needed for each classroom. Please tell the director or your child's teacher if you are interested in being a room parent.

1. Room parents help the teachers with parties and celebrations.
2. Room parents help with coordination of teacher appreciation efforts.
3. Room parents can also be members of the Events Planning Committee.

### **Events Planning Committee**

The Events Committee plans, organizes, and runs various events during the school year. These can include:

- September: Family Potluck Dinner & Book Fair
- October: Halloween Parade
- November: Peace Lunch
- December: Christmas Concert
- February: All School Rodeo
- March: Boots & BBQ School Fundraiser
- May: Mother's Day Tea/Last day of school

### **School Evaluation**

Once a year, families will be asked to fill out a written evaluation of the school. The information shared by parents is anonymous, or parents may prefer to sign their evaluations. All evaluations are reviewed by the School Board & Director, and shared with the teacher they pertain to as appropriate.

## Visitors

Visitors are welcome at St. Alban's Preschool. Please check in at the office if you will be staying. Visitors will be supervised by staff at all times.

## Transportation

St. Alban's does not provide transportation.

## Parking Lot Regulations

For the safety and convenience of children, drivers, and passengers, please observe the following:

Enter the parking lot only through the lower or western entrance marked "Enter Only" and never through the upper or eastern connections marked "Exit Only". The parking lot was professionally designed around this simple flow pattern to minimize opposing traffic and increase driver visibility. Short cutting through the exit connections unnecessarily increases risk of accidents.

Observe the parking lot speed of 15 MPH. Remember that parents are often escorting more than one child through the parking lot. Watching for children at all times is a must. A patient, considerate, deliberately slow pace is not only neighborly, but essential.

Please park in designated spots and observe handicap and reserved parking signs.

Temporarily leaving a vehicle in non-parking areas negates helpful flow and parking patterns.

Parents, legal guardians or other responsible adults who come to St. Alban's Preschool and Kindergarten in connection with a child enrolled in the school are not permitted to leave children under the age of eighteen years unattended in their automobile and/or leave their automobile engine running unattended in the school parking lot. Neither St. Alban's Preschool and Kindergarten nor St. Alban's Episcopal Church are responsible for any injury and/or property damage caused by a violation.

## Communication between Families and the School

The staff of St. Alban's is always ready to help families with concerns and questions. The school communicates regularly with families through newsletters, notices and the HiMama app.

**HiMama App:** at least one parent from each family must provide their email address and register for the HiMama App. This will be the primary mode of communication between the family, teachers and staff.

**Sign-In Book:** Accident reports and monthly billing statements will be left in the clear plastic sleeve designated for your student in the sign-in book. Please check it daily.

To ensure that families and staff have effective ways to resolve any issues or conflicts that may arise during the school year, we have found these steps helpful to follow.

- It is our policy that families and teachers communicate directly with each other regularly at St. Alban's. Our teachers are eager to know about and act on any issues or conflicts that occur. Open communication fosters respect and understanding between members of the community. This respect and understanding facilitates the resolution of any differences that arise.

- If further action is required, families or teachers should share concerns with the other party in writing, giving a copy to the director.
- Within one week, a meeting between the concerned individuals and the director will be scheduled

### Family/Teacher Conferences

Family-teacher conferences use a process of documentation called “Work Sampling” to record children’s growth and development. Through photographs, anecdotes, and children’s work, teachers put together a visual account of each child’s accomplishments. Using recognized developmental milestones, growth in the following seven areas of development is assessed:

1. Thinking, Reasoning, and Problem Solving
2. Emotional and Social Competency
3. Language and Communication
4. Gross-Motor Development
5. Fine-Motor Development
6. Reading and Writing Development
7. Creative Development

The portfolio process recognizes and celebrates that all children develop at different rates and with various strengths. Collections are completed throughout the school year and will eventually be taken and treasured by the child and family.

The portfolio is a representation of your child as an individual with distinct interests, background, skills, and desires. Teachers look forward to sharing these treasured portfolio collections and celebrating the accomplishments of your child!

### Summer Program

St. Alban’s Summer Camp begins the week following the end of the school year. Summer registration begins in February. **Children enrolled in the school year program ARE NOT automatically enrolled in the Summer Session.**

### Fire Drill Procedure

1. Calmly line up children in single file
2. One teacher takes classroom emergency book and proceeds in a quiet single file line to assigned area at the back fence (if classes are in rooms 11/12 they should go to the courtyard)
3. Before leaving the classroom, the second teacher should:
  - a. Close all doors including adjoin doors
  - b. Close windows
  - c. Turn off lights
  - d. Check bathroom
4. After reaching back fence, take attendance (i.e. teacher, “Mary,” Mary, “here”)
5. Wait for the all clear- return to room or proceed to evacuation plan if deemed necessary.

### **In Case of Evacuation of Area:**

All children and staff will be assembled by the back fence of the playground. After attendance is confirmed, everyone will leave the playground and calmly walk through the gate to the desert area by the west side of the parking lot, approximately 500 yards from the building. At this time the decision will be made to keep children on the parking lot and evacuate from there or transition to church. If children stay on parking lot, the teachers will call roll again and begin using cell phones to call parents to use N. River Canyon Rd. to pick up their children. If children are moved to the church parents will be called and asked to pick children up by pulling off to the side of Sabino Canyon RD. by the back exit of the church. Children will be kept calm and in an orderly assembly until parents have picked them up.

### **Spraying Pesticides**

The school property will be sprayed for pests one Saturday of every month. Families will be notified by posted notice 48 hours prior to the spraying. No nonresidential pesticide applications shall be sprayed on campus.

### **Insurance**

St. Alban's Preschool/Kindergarten carries insurance in accordance with regulations in the State of Arizona. Available to parents upon request.

## Sick Child Policy

### "A Healthy Child is a Happy Child"

St. Alban's believes that a healthy environment creates a positive hands-on learning experience. Our classroom is for your child's physical welfare, as well as the health of your child's classmates. Therefore, we have developed a sick child policy to help maintain the health of all children and staff members. To guide you in deciding whether to keep your child home, we have an outline of symptoms of a sick child. St. Alban's staff will follow these same guidelines.

Please do not bring your child to school if:

If your child has a fever (100 degrees F or higher) or has had a fever during the previous 24 hour period.

If your child has a cold that includes one or more of the following symptoms:

- That is less than two days old
- Has heavy nasal discharge
- Has a congested cough
- Your child complains of ear pain with or without a fever

If your child has diarrhea or vomiting

If your child exhibits symptoms of a communicable disease:

- Red and/or runny eyes
- Sore throat
- Rash
- Mites/lice

**ANY CHILD WHO DEVELOPS THE ABOVE SYMPTOMS AT SCHOOL WILL BE SENT HOME.**

#### Procedure for Sending a Sick Child Home

- For routine illness, staff will contact parents/legal guardian.
- We will wait 30 minutes for a response and then emergency contact will be notified.
- For serious illness, we will require an immediate reply therefore, if a parent/legal guardian is not available, an emergency contact will be notified at once.

**ANY TIME A CHILD IS SICK AND NOT ATTENDING, THE SCHOOL MUST BE NOTIFIED.** PLEASE CALL THE OFFICE AT 520-296-2043. THE OFFICE WILL NEED TO KNOW THE TYPE OF ILLNESS.

#### Your Child May Return:

- After no fever for 24 hours without Tylenol or other fever reducers.
- The cold symptoms have stopped, but the child has a minor nasal drip.
- Free of diarrhea and vomiting for 24 hours.
- Your child has been on prescription medication for at least 24 hours.
- Rash is completely gone or a note from physician states rash is not contagious.

You know your child best. If he/she doesn't seem well, he/she is probably not well. St. Alban's strives to maintain high health standards. Let's work together to keep your child and classmates healthy and at school.

## FEES

Registration, supply fees and any applicable deposits are required at the time of registration and are non-refundable. Tuition is based on the school year. Tuition may be paid annually, semiannually, quarterly, or monthly. **Tuition is not prorated for months in which holidays fall or for student absences.**

You will receive a statement at the beginning of each month which will include monthly tuition and any charges for extra hours from the previous month. **Tuition can be paid with checks brought to the office, bill pay through your financial institution or online at our website. We do not keep cash in the office, and are unable to make change of any kind for any payments to the school.** All questions concerning billing can be handled in the school office. **Please do not attempt to leave payments of any kind with our teachers. Taking care of your payment will keep them from taking care of your child!**

Tuition is due by the 10<sup>th</sup> of each month. Late fees apply for tuition payments received after the 10<sup>th</sup> of each month. Schedule changes after the beginning of the school year, which result in a net decrease of hours, are subject to a \$25 charge per scheduled change.

Children are enrolled for the school year (August-May). If it becomes necessary for a child to withdraw from school before the end of the term, St. Alban's requires a written two-week notice given to the Director. The family is responsible for the tuition during this period. The child may or may not attend school during this time.

St. Alban's does not routinely send out end-of-the-year statements for tax purposes. Please retain your monthly statements for your records. **Our tax ID number is 86-0360308.**

Please contact the director to discuss any concerns you have about tuition and any questions you have about discounts and scholarships.

## Late Fee Schedule

Monthly tuition is due, in full, by the 10<sup>th</sup> of each month unless prior arrangements are made with the office. Payments received after the 10<sup>th</sup> are subject to late charges as follows:

First delinquency: \$10.00 late fee

Second delinquency: \$20.00 late fee

Unpaid balances over 30 days will be charged an additional 10% penalty per month on the accruing unpaid balance.

If previously made payment arrangements are unmet, late fees still apply as indicated.

All accounts must be paid in full prior to enrolling for future school terms and prior to the first day of the new school term.

## Returned Checks

A returned check fee of \$30 will be charged to your account if any check given to St. Alban's Preschool and Kindergarten is returned by the bank as unpaid.

**The St. Alban's Board of Directors would like to thank our families and staff for working so well together to make St. Alban's Preschool an outstanding place to learn.**