

TUITION

Fees are for the academic session only per school calendar. For your convenience, the yearly tuition is paid in (10) ten equal monthly installments. The installments will be from August 5, 2018 through May 5, 2019 via electronic funds transfer, cash, check or credit card. **Please note: There is a 3.5% fee for all credit card transactions.** All accounts must remain current with a zero balance at the end of each month. **A late fee of \$25.00 will be charged for any account not paid by the 5th of the month.**

Deduct **4%** from the Annual Tuition amount if paid in full by August 1st with cash or check. Deduct **2%** if paid by credit card(\$10 fee/transaction).

EXTRA HOUR CHARGES

This service is available to any enrolled child, on an occasional basis, that is not paying the day care rate. You do not need to sign up for this service. This fee will be calculated at the end of every month and you will be sent a bill. If you do not pay a monthly day care rate and need these services, the charge is \$12.00 per hour, or portion thereof, and \$6.00 per half-hour or portion thereof. We allow you to arrive at 8:30 am. with no extra hour charge as well as a 15 minute grace period from 3:00 - 3:15 pm. **Example:** If your child is picked up at 3:16pm, there will be a charge of \$6.00. After 3:30pm you will be charged \$12.00 . Families with more than one child will receive a 50% discount on extra hour fees for the additional children. Accounts will be charged \$25.00 per half-hour or portion thereof for each child (NO SIBLING DISCOUNT) remaining in day care after 6:00pm. **PLEASE MAKE EVERY ATTEMPT TO PICK YOUR CHILD UP NO LATER THAN 6:00 P.M.** If a non-day care student needs to attend on day care only days, they may attend for \$12.00 per hour in addition to their monthly tuition payment.

IMPORTANT PAYMENT INFORMATION

A **returned payment fee** of \$25.00 will be charged on all returned checks of Automatic Funds Transfer. Students will not be permitted to attend school after an account is 30 days past due. The account must be brought current for attendance to resume. **Change of personal information** such as address, phone number, e-mail address, or bank should be given to the Finance Manager, in written form, at least two weeks prior to payment date, in order to affect the upcoming payment withdrawal.

PRORATING

These tuition schedules are in effect through 9/15/18. Tuition after that date will be prorated. When registering after August , an additional installment will be required and the account will be prorated. All payments must be complete by May 5th.

SCHEDULE CHANGES

In order to adjust school or day care hours, authorization from the school office must be given. If it is necessary to change your schedule, there is a charge of \$25.00 for each change that results in a decrease in schedule. Your schedule change will be prorated. See paragraph above (prorating) for explanation.

WITHDRAWALS

If it is necessary to withdraw a child, **(30) thirty days written notice** (30 days before the last day of attendance) must be given to the school office to avoid incurring additional tuition fees.

SICK DAYS / VACATION / SNOW DAYS

Annual tuition is based on the school calendar. **No** adjustments for personal vacation and/or sick days will be made. Three snow days are allocated for the year. If the total number of snow days used exceeds (3) three days, the administration will determine if it is necessary to add days to the calendar. **Snow days not used** will be taken as announced, with thirty days advance written notice.

TUITION DISCOUNTS

Family: 2nd Child - 15%; 3rd, 4th & 5th Child - 25%

Calvary Temple Tithing Members: Returning Families: Infant – K: 20% (multiple child discount does not apply)

New Families: Preschool: 10%/Kindergarten: 20% (multiple child discount does not apply)

In compliance with federal Law, the amount of the discount will be deducted from your total tithe for income tax purposes. A signature from the church office is required to receive this discount. ****Calvary Temple discounts only apply to tithing members of the church, not to include grandchildren of Calvary Temple members.***