

# Community of Saints Preschool: Policies

Please keep these policies on hand to refer to when questions arise.



## A. Basic Rates and Payment Policies

\* **Tuition rates are outlined on a separate tuition form.** \*

1. All fees are based on blocked billing.
2. You will be charged the blocked billing rates for which you register your child.

Rates are as follows:

### Extended Preschool Options:

- **Mornings (6:30-8:30)** **\$8.00/day**
- **Afternoons (3:00-6:00)** **\$12.00/day**
- **Drop-in Days** **\$15.00/full day (8:30-3:00)**

3. Contracted hours will be billed as follows:  
Preschool half days (8:30-12:00) and preschool full days (8:30-3:00) will be billed annually, bi-annually, or monthly according to each family. Morning and afternoon extended preschool options as well as drop-in days will be billed monthly.
4. Annual payments are due on August 15<sup>th</sup> in order to receive a 5% discount on tuition. Bi-annual payments must be made on or before August 15<sup>th</sup> and January 31<sup>st</sup> in order to receive a 3% discount on tuition. You are not eligible to receive the 5% or 3% discount when registering after October 1<sup>st</sup>. Monthly payments are due by 3:00 p.m. on or before the 25<sup>th</sup> day of care for the month. Extended preschool options will be billed the following month and payment is due on or before the 25<sup>th</sup> of each month. If payment is not received by 3:00 p.m. on the due date, you may be assessed a late fee of \$10.00/per week that tuition is late.
5. Monthly county assistance co-pays are due the 1<sup>st</sup> of each month. Co-pays not received by the 15<sup>th</sup> of the month may be assessed a \$10.00 late fee. If the co-pay is not received by the end of the month, your child is not eligible to return to Community of Saints Preschool until full balance of the co-pay is paid.
6. Any check returned to us unpaid (ie: NSF, account closed, etc...) will be assessed a \$30.00 fee and the total amount due including this fee must be paid within 5 days of notification. After 2 returned payments, personal checks will no longer be accepted and future payments must be received in certified funds (ie: money order, cashier's check, etc...).
7. Cash payments will not be accepted.
8. If you are unable to pay your tuition as agreed upon, please talk to the Director of Preschool. Under special circumstances, we will accept a reasonable payment arrangement. The approval of such a payment is at the discretion of the Director of Preschool together with the Principal of Community of Saints.
9. Each week, contracted hours must be consistent. For example, you can sign up for just Mondays and Wednesdays, but you CANNOT contract for Monday & Wednesday one week, and Tuesday and Friday the following week. Days and hours of care must be consistent each week to reserve a spot and allow us to staff accordingly. Any changes in contracted hours need to be approved by the Director of Preschool and a **Change of Contract** form must be filled out. A **Change of Contract Form** DOES NOT need to be filled out for drop-in days between the hours of 6:30-8:30 a.m. and 3:00-6:00 p.m.
10. Accounts with continuous non-payment may be referred to an outside collection agency.
11. Accounts with continuous non-payment may result in the termination of care for your child.

## **B. Overtime Rates and Policies**

1. Parents must inform Community of Saints of any additional care required outside of contracted hours. Failure to do so may result in a \$5.00 penalty, plus the regular weekly or monthly charge. If additional care is required on a consistent basis, you may be asked to change your contract.
2. ***Our preschool closes promptly.*** Closing penalty fees will begin immediately. \$5.00 for the first 15 minutes, or any portion thereof, and \$1.00 for each additional minute shall be paid directly to the staff member(s) on duty. This fee is to be paid immediately to the staff member(s) upon your arrival at Community of Saints. Failure to pay this fee within 24 hours may result in a termination of your contract.
3. There is no credit given for late arrival or early pick-up from the preschool.

## **C. Holidays and Absences**

1. Community of Saints Preschool will be closed on the following days/holidays without credit given on contracted hours: **New Year's Eve, New Year's Day, Presidents Day, Martin Luther King Jr. Day, Easter Break, Memorial Day, 4<sup>th</sup> of July, Labor Day, MEA Break, Thanksgiving Break, and Christmas Break.**
2. All holidays and breaks are included in the regular monthly and yearly tuition. You will not be reimbursed for the days that preschool is closed for holidays and breaks.
3. Our program will be closed just prior to the start of the summer and the fall programs at no charge to you to allow for staff training, room cleaning, and possibly one or two other days throughout the year. Exact dates will be announced and posted at least 2 weeks prior to the closing date.
4. Community of Saints preschool reserves the right to close occasionally throughout the year as determined necessary by the Director of Preschool in cooperation with the Principal of the school. These occasional closings due to weather, etc. will not be reimbursed.
5. You must inform the Director if your child will not be at preschool (ie: sickness, dr. appointment, vacation, etc...). Regular payment is due regardless of occasional absences.

## **D. Contract Changes**

1. Written notice is required two weeks in advance to change your contracted hours or you may be charged accordingly.
2. Termination of preschool requires a two week written notice. You may be charged accordingly without proper notice.
3. It is your responsibility to make sure the information on your child's emergency card is up-to-date. If at any time we discover the numbers on an emergency are no longer valid, we will request updated information within 24 hours. If a new emergency card is not provided within 24 hours, your child may not return to our preschool until a new card is submitted to the Director and approves your child's re-enrollment.

## **E. Persistent Unacceptable Behavior**

1. A note will be sent home to inform parents if there is separation from the group. If a child requires separation two times in one day, the director and parents/guardians will be notified. If a child requires separation three or more times in one day, the result may be the exclusion of that child for the remainder of the day.
2. Consistent negative and/or unsafe behavior may result in the exclusion of the child for the remainder of the day. If persistent negative and/or unsafe behavior persists, parents/guardians will be called to pick up child. If parents/guardians cannot be reached, all persons listed on emergency form will be contacted. Consistent negative behavior may result in more extensive behavior guidance plans as negotiated by the director, teachers, and parents.
3. We reserve the right to terminate the enrollment of any child by giving a one week written notice.