

TUITION POLICY (excerpt from the 2017-2018 Family Handbook)

Annual tuition is based on expenses necessary to operate the preschool from September through June and is assessed each year to accurately reflect budget requirements. Tuition is divided into 10 equal installments so the payment does not vary month to month.

The first and last tuition payments for the 2017-2018 school year is due June 2, 2017. This is applied towards the September 2017 and June 2018 installments. **The 2017-2018 Registration Fee and the first and last month tuition installments are non-refundable.** If either of the first and/or last installment payment is returned for Non-Sufficient Funds (NSF) your child will be immediately dismissed from our program and you will be promptly notified. The remaining payments will be due on a monthly basis, payable the first day of the month starting in October. *Please note that there is no payment due in September.* See table below for more details.

TUITION DUE DATE	MONTHLY TUITION PAYMENT
June 2 (September 2017)	Installment 1-Non-refundable
June 2 (June 2018)	Installment 10- Non-refundable
October 1 st	Installment 2
November 1 st	Installment 3
December 1 st	Installment 4
January 1 st	Installment 5
February 1 st	Installment 6
March 1 st	Installment 7
April 1 st	Installment 8
May 1 st	Installment 9

For tuition payments #2-9: A late fee of \$25.00 will be individually assessed to each student's account if not paid in full by the 8th of each month. If the account is assessed a late fee, every possible means will be made to place a phone call and/or email to reach the family to inform them of their tuition tardiness or a written notice will be put in your child's file folder and it must be paid within 5 business days, or your child may be dismissed. If tuition is 14 days past due, then the parent will receive written notification of the late fee and a warning for dismissal from In the Beginning Preschool. If tuition is 30 days past due, parent will receive written notification that child has been dismissed from In the Beginning Preschool. **There will be a \$40.00 fee for NSF checks.**

NOTE: There is no reduction in tuition for absences due to your child's illness, vacation, holidays or school closure due to inclement weather, natural disasters, power outages or circumstances beyond the control of In the Beginning Preschool. ITBP is a ministry of Faith Church UMC and together will partner in participating in charitable outreach programs throughout the school year as they are scheduled which many include but not limited to such mission work as Child Haven, Hot Meals, Issaquah Food & Clothing Bank, Habitat for Humanity, global & domestic disasters to hosting Tent City 4. There is no refund of ITBP's registration and both first and last month's tuition installments due to charitable mission works.

OVER PLEASE

Tuition breakdown per day(s) and by class:

2017-2018 Tuition break down per day(s) and by class:

Bunnies & Monkeys	Bears & Tigers	Lions, Elephants & Hippos
2 Days: \$340.00	3 Days: \$375.00	4 Days: \$420.00

Registration fees and tuition prices for 2018-2019 are subject to change based on the approval of preschool's 2018-2019 budget in November 2017. Parents will be notified of any price changes through our website, brochure and newsletter.

WITHDRAWAL POLICY

Withdrawing a child from In the Beginning Preschool requires a 30 day written notification to the director for your child to be withdrawn prior to the completion of the school year. Failure to give a 30 day notice will obligate the parent for a full month's tuition whether the child attends the program or not.

NOTE: The First and Last installments (installment 1 and 10) may not be applied toward the 30 day notice period and is non-refundable. Please see the preschool director for the remaining balance of tuition if applicable.

I acknowledge and understand ITBP's Tuition and Withdrawal Policies as stated above.

Parent Signature

Date

Child's name (please print clearly)

Class

INSTRUCTIONS:

Please sign this policy acknowledgement and agreement page for ITBP's tuition and withdrawal policy for the 2017-2018 school year and return with your September 2017 and June 2018 tuition payments. If this is not received by June 2, 2017, your child's enrollment will be terminated. A copy of this agreement will be included in your Welcome Packet the first week of school.