

## TUITION POLICY (excerpt from the 2022-2023 Family Handbook)

Annual tuition is based on expenses necessary to operate the preschool from August through July 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 2022- 2023 school year is due June 10, 2022.** This is applied towards the September 2022 and June 2023 installments. **The 2022-2032 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 10 (September 2022)	<b>Installment 1-Non-refundable</b>
June 10 (June 2023)	<b>Installment 10-Non-refundable</b>
October 1	Installment 2
November 1	Installment 3
December 1	Installment 4
January 1	Installment 5
February 1	Installment 6
March 1	Installment 7
April 1	Installment 8
May 1	Installment 9

**For tuition installment #2-9:** A late fee of \$25.00 will be individually assessed to each student's account if not paid in full by the 8<sup>th</sup> 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.**

**PLEASE 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, pandemics or circumstances beyond the control of In the Beginning Preschool. If a school closure does occur, we may switch our curriculum mode to remote Cooperative Learning model especially if it lasts more than 3 days. No makeup days will be scheduled into our school year nor a refund of tuition will be given. Fees for our enrichment programs such as Friendship Hour will not be subject to the tuition or withdrawal policy and procedures.

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 may include but not limited to such mission work as Child Haven, Hot Meals, Issaquah Food & Clothing Bank, Habitat for Humanity, global & domestic disasters, and hosting Tent City 4. There is no refund of ITBP's registration and both first and last month's tuition installments due to inclement weather, pandemics, and charitable mission works.

**OVER PLEASE**

## Tuition breakdown per day(s) and by class:

### 2022-2023 Tuition breakdown per day(s) and by class:

Bunnies & Monkeys	Bears & Tigers	Lions, Elephants & Hippos
2 Days: \$375.00	3 Days: \$405.00	4 Days: \$460.00

Registration fees and tuition prices for 2022-2023 are subject to change based on the approval of preschool's 2022-2023 budget in November 2021. 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. With my signature below I am confirming our child's enrollment status for the 2022-2023 school year.*

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**Parent Signature**

**Date**

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**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 2022-2023 school year and return with your September 2022 and June 2023 tuition payments. If this is not received by June 10, 2022, your child's enrollment will be terminated.