

# TUITION POLICY 2024-2025

**{ Return Please }**

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. Tuition is calculated by the total number of days your child attends school each year and not by exact calendar days per month.

**The first and last tuition payments for the 2024-2025 school year is due Friday, June 7, 2024.** This is applied towards the September 2024 and June 2025 installments. **The 2024-2025 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)\* 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 7 (September 2024)	<b>Installment #1-Non-refundable</b>
June 7 (June 2025)	<b>Installment #10-Non-refundable</b>
October 1	Installment 2
November 1	Installment 3
December 1	Installment 4
January 1, 2025	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, text, email or written notice in your child's file folder to inform the family of their tuition tardiness. The tuition and late fee must be paid within 5 business days or your child may be dismissed. If tuition is 14 days past due, 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 their child has been dismissed from In the Beginning Preschool. \* **There will be a \$40.00 fee for NSF checks.**

**PLEASE NOTE:** In the Beginning Preschool and Faith Mother's Day Out is categorized as Child Care by the Internal Revenue Service. Therefore, families may be able to deduct their child's preschool tuition from their taxable income. Please check with your Financial or Tax advisor and/or your Employers Human Resources department to see if you qualify (Tax ID 91-1212737). Tuition receipts can be requested by email for your records by contacting Carlene at [inthebeginning@faithunited.org](mailto:inthebeginning@faithunited.org).

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 4 days. No makeup days will be scheduled into our school year nor a refund of tuition will be given. Fees for our specialists and enrichment programs will not be subject to the tuition or withdrawal policy and procedures.

**OVER PLEASE**

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.

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

### 2024-2025 Tuition

Bunnies	Tigers	Hippos & Lions
2 Days: \$405.00	3 Days: \$430.00	4 Days: \$490.00

Registration fees and tuition prices for 2024-2025 are subject to change based on the approval of preschool's 2024-2025 budget in November 2023. Parents will be notified of any price changes through our website, brochure and newsletter.

## WITHDRAWAL POLICY 2024-2025

Withdrawing a child from In the Beginning Preschool requires a 30-day written notification (can be by email) 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 my child's enrollment status for the 2024-2025 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 2024-2025 school year and return with your September 2024 and June 2025 tuition payments. If this is not received by June 7, 2024, your child's enrollment will be terminated.**