



FINANCIAL POLICY 2022-2023

REGISTRATION FEE

A \$75 non-refundable fee must accompany each year's application form. This covers school insurance, administrative costs, as well as guarantees class placement.

PRE-PAYMENT

New and returning students (if enrolled prior to April 1, 2022) are required to prepay one month's preschool tuition by May 1, 2022. This will be fully credited to the account to cover the last payment of the school year in May 2023. New students enrolled after April 1, 2022 will be required to prepay one month's preschool tuition within 6 weeks of registration. **This payment is non-refundable.**

ENRICHMENT FEE

Students pay an Enrichment Fee, which is due by September 30, 2022. The Enrichment Fee covers all field trips (both away from the school and special in-school presentations), Scholastic/Big Red Dog, tote bags for 4's, bike helmets, programs, etc. For the children in the two-year old classes, the amount is \$50. For children in the three-year old classes, the amount due is \$75. For children in the four-year old classes the amount due in September is \$75. An additional fee of \$75 for four-year old children will be due by January 20, 2023.

St. David's Episcopal Day School reserves the right to assess additional fees depending on the actual cost of the above activities. While we strive to accurately estimate our expenses, should our cost for these Enrichment Activities be less than anticipated, any excess monies collected will be utilized to purchase school equipment.

PAYMENTS

Payments may be turned in to the office, placed in the hallway lockbox or mailed directly to the school. Payments may be made in cash, check or money order. Please do not give payments to the teachers. Classroom personnel are not permitted to accept checks or cash. We accept credit cards, but there is a 3.5% surcharge. Direct debit/auto pay option is also available through the Procure app.

PAYMENTS ARE DUE THE FIRST SCHOOL DAY OF EACH MONTH and a \$10 late fee will be charged for all payments not received by the 8th of each month. An additional \$10 late fee will be assessed if payment is not received by the 18th of the month. **Preschool and Extended Care fees are monthly charges - please speak to the Director or Finance Manager if this presents a hardship. Financial aid may be available.**

DELINQUENT PAYMENTS AND RETURNED CHECKS

Should payments become one (1) month delinquent, St. David's Episcopal Day School reserves the right to exclude the child from school and forfeiture of enrollment may result.

A \$25 charge will be made for all checks returned for insufficient funds. Replacement amount and Returned Check Fee must be paid by cash, money order or certified check.

TERMINATION OF ENROLLMENT

If you need to terminate your child's enrollment, a two-week notice is to be given to the Director otherwise you will continue to be charged your monthly tuition. In addition, no reimbursement of tuition will be granted.

If you decide to take an extended leave of absence, we can only hold your child's spot by paying 25% of their monthly fee. The extended leave of absence also applies to those who choose to not send their child to school after the start of the 2022 – 2023 school year, but wish us to hold your class placement.

In the event of a forced closure (i.e. pandemic) of more than 10 business days, parents are responsible for paying 25% of their monthly fee, and no refund of tuition will be made.

TUITION - Preschool – 9:00 to 12:00 p.m.

Tuition rates are applicable for children enrolled in our morning only programs. Rates are based on an annual school year charge, divided into 9 equal installments. **Tuition is due regardless of sickness, vacations, weather-related closings or holidays, and emergency closings mandated by the state/local government/Department of Public Health, like a pandemic.*****

<u>Two Year Olds:</u>	Rates for 2022-2023
Five days per week:	\$ 478.00 per month
Four days per week	\$ 450.00 per month
Three days per week:	\$ 410.00 per month
Two days per week:	\$ 315.00 per month

<u>Three and Four Year Olds:</u>	
Five days per week:	\$ 455.00 per month
Four days per week	\$ 430.00 per month
Three days per week:	\$ 387.00 per month
Two days per week:*	\$ 294.00 per month *Applies only to three year olds

EXTENDED CARE:7:30 a.m. to 5:45 p.m.

FULL-TIME EXTENDED CARE rates are applicable for children participating in our extended care program *EVERY DAY FOR WHICH THEY ARE SCHEDULED*, regardless of the hours attended. This rate includes tuition for preschool, hot lunch and two snacks.

<u>Two Year Olds:</u>	
Five days per week:	\$ 1,178.00 per month
Four days per week	\$ 1,010.00 per month
Three days per week:	\$ 830.00 per month
Two days per week:	\$ 595.00 per month

<u>Three and Four Year Olds:</u>	
Five days per week:	\$ 1,120.00 per month
Four days per week	\$ 962.00 per month
Three days per week:	\$ 786.00 per month
Two days per week:*	\$ 560.00 per month *Applies only to three year olds

Extended Care children are accepted according to a specific number of budgeted places in our program, therefore, **Extended Care parents are committed to continue payment for the duration of the school year.** Rates are based on a yearly charge, divided into 9 equal installments. Refunds are not made for absences, inclement weather closing, holidays, etc.

PART-TIME COMMITTED Extended Care children participate in the Extended Care program on a regular basis but *FEWER DAYS THAN WHICH THEY ATTEND SCHOOL*. The *drop-in rate* will be assessed for each day **in addition to** the TUITION CHARGE. Committed Extended Care students pay for the days they attend.

Drop-in Extended Care is available to tuition-paying children, *on an occasional basis, any day they are scheduled to attend school, space permitting*. The fees are \$10 for before school care only (7:30-9:00), \$45 for after school care only (12:00-5:45), or \$55 for both before and after school care. A hot lunch and afternoon snack are included in the after-school care rate. **Please schedule drop-in extended care through the Administrative Assistant.**

Stay and Play (12:00 - 1:00) is available on a sign up/first come-first served basis on any day the child attends preschool. The fee for stay and play is \$15.00 **Please sign up on the clipboards or call/email the office..**

Sibling Discount A 5% sibling discount will be applied to the child with the lesser tuition amount. The siblings must be enrolled concurrently and no other discount will apply.

LATE PICK UP

Please call if you know you will be late. The children sometimes worry. All children must be picked up by 5:45 p.m. Children scheduled to be picked up after preschool (12:00) or Stay and Play (1:00) will be placed in Extended Care and assessed the late pick up fee. A charge of \$15 will be assessed for each 5 minute period past scheduled pick up time.

FINANCIAL ASSISTANCE A limited amount of financial assistance is available through school and church sponsored scholarships. Please contact the Director for additional information.

St. David's Episcopal Day School is a non-profit organization and carefully sets fees to cover only those expenses directly incurred in the running of the school.