

# SOAPSTONE PRESCHOOL FINANCIAL AGREEMENT - 2024-2025

## MONTHLY TUITION SCHEDULE

Tuition Due Date:	Tuition for the Month of:
May 10, 2024	May 2025
August 10, 2024	September 2024
September 10, 2024	October 2024
October 10, 2024	November 2024
November 10, 2024	December 2024
December 10, 2024	January 2025
January 10, 2025	February 2025
February 10, 2025	March 2025
March 10, 2025	April 2025

### **Payment Options:**

1. ACH Draft, Debit Card, Credit Card in your Procure account. *This option is highly recommended.*
  2. Checks, made payable to "Soapstone Preschool".
- Registration fees will be invoiced and charged to existing families using the current method of payment for the 2023-24 school year, unless otherwise indicated by the family at registration.
  - Registration fees for new families will be paid by check. New families should add \$10 to their registration fee for their child's Soapstone tote bag.
  - The registration fee is based on your first-choice class, regardless of what class you are actually placed. No changes will be made to the initial registration fee.
  - New families will receive an invitation to join Procure upon admission to the preschool.

**Tuition Schedule:** Tuition will be due on the monthly schedule as indicated above. **ALL May Tuition 2025 must be paid on May 10, 2024, or, if you register after May 2024, that payment will be collected at the time of registration.**

**Bulk Tuition Payments:** Tuition is collected monthly; however, if you prefer to do a bulk payment, please let the preschool director know. Your choices are the following:

- 1) One (1) payment for the entire year
- 2) Two (2) payments per semester (August – November/December – March).

**Late Tuition Fee:** The preschool will send a friendly reminder if you are late paying your tuition; however, a \$20 late fee will be charged for any tuition payment not received by the 20<sup>th</sup> of each month. Another \$20 fee will be charged for any tuition payment not received by the 1<sup>st</sup> of the following month. *If you miss 2 monthly tuition payments, your child will be unable to return to school until payment is received or a payment program is set up with the director.*

**Returned Check Fee:** A \$25 fee will be charged for any returned check.

## **Withdrawal from Preschool**

If a child is withdrawn from the preschool for any reason, the family will be charged tuition through the month in which they withdraw.

- In the case of withdrawal, registration fees are not refundable.
- In the case of withdrawal, pre-paid May tuition will be reimbursed if the family withdraws prior the first of school. Once school begins, pre-paid May tuition is non-refundable.