

TUITION POLICIES 2015-2016

TUITION

An annual, non-refundable, registration fee of \$75.00 per child or \$100.00 per family, is payable at the time of enrollment each school year.

Tuition is payable on the first day of attendance, each week, upon arrival for daycare families. A \$10.00 late fee will be applied to all tuition accounts that are one (1) week overdue. Tuition is payable on the first day of the month upon arrival for Preschool & Action for Children families. If monthly tuition amounts are not paid by the 10th of that month, a late fee of \$25.00 will be applied to account.

In order to maintain the high quality of the program, tuition is due even when the child is absent (school costs continue, regardless). Major holidays have already been factored out of tuition. The costs remain each week or month for consistency in bookkeeping. Tuition for 2015 must be paid in full by December 30, 2015.

DAY CARE . . . children attending 4 or more hours per day.

A full week's tuition is due even when your child is absent from school.

The only exception is when your child is absent due to hospitalization, then half of each week's tuition is due in order to secure the child's place in school.

VACATION FOR 12 MONTH CHILD CARE CHILDREN ONLY, there is no charge for a one week vacation with two weeks written notice to the director upon completion for your child's first full year in child care. There is no charge for a two-week vacation with two weeks written notice to the director upon completion of your child's second full year in child care.

Part time students may attend additional days of school, but may not exchange a day for regular booked days that they have missed. Extra time is charged on a non-regular student tuition rate and is subject to availability.

PRE-SCHOOL . . . students attending morning preschool; tuition is payable monthly, the first day of each month upon arrival. NO REDUCTIONS for vacations or absences.

BEFORE & AFTER SCHOOL CARE . . . When "big" school is closed, Sandbox remains open from 6:15 a.m. - 6:00 p.m. Your child is welcome to attend all day at a slight additional charge for the extra hours. Please inform the director in advance of your child's attendance, so that we may be properly staffed.

LATE FEES - The teachers are hired according to the number of hours specified by the parents at enrollment. Sandbox closes at **6:00 p.m.** We are forced to charge late fees for any additional time after closing. The additional charge is \$1.00 per minute. This fee is paid directly to the teacher closing on that day.

BREAKFAST will be available for \$1.00 per morning / \$5.00 weekly, to be paid in advance(or as needed).

Your weekly / monthly tuition is _____.

- ◆ Returned check policy: A \$35.00 service charge will be collected for returned checks.

I have received a copy of the Sandbox Parent Handbook and agree to follow it in its entirety.

We ask that you read this reminder thoroughly and sign at the bottom and return it.

This letter will be placed in your child's file for any future reference.

Thank you, SANDBOX SCHOOL

Child's Name _____

Parent's Signature _____ **Date** _____