

2024 – 25 All Saints Preschool Documents

Checklist:

- Payment (if you wish to prepay semester)
- Up to date immunization form
- Signed Financial Agreement/Medical Release/Handbook Agreement
- Signed Recurring payment form with up to date credit card information (if you wish to pay monthly by automatic charge)
- Student Information Sheet with allergies and authorized pick-up list

All of these documents must be turned in before your child will be added to a class roll.

2024-25 Financial Agreement

In consideration of the enrollment of your child(ren) at All Saints Episcopal Preschool (ASEP) for the indicated school year, I acknowledge and agree to the following:

I. Tuition Payment Schedule

Tuition is based on a yearly rate that can be paid by the semester or monthly. Tuition paid by the semester will receive a 2% discount. Additionally, one sibling per family (the youngest sibling) will receive a 5% discount if the family has more than one child enrolled at ASEP for the current school year. Monthly tuition payments are the same for each month (August – May) regardless of the number of school days in that month and will be paid automatically on the 15th of each month using the card on file.

Summer Tuition can be paid in full before the summer session begins or monthly on June 15th and July 15th.

II. Tuition Days

Tuition fees correspond to the number of days for which you register. Drop-ins are not allowed, but if you wish to change your number of days after registration, you may speak with the Preschool Directory about availability. Below is a list of tuition fees for one child based on the number of registered days:

2024-25 School Year

Class	Days Enrolled	Yearly Total	Monthly Payments	Semester Total	Semester Discount	Semester w/Discount
Infants - 2K	M-F	\$4200	\$420	\$2100	\$42	\$2058
	MWF	\$3200	\$320	\$1600	\$32	\$1568
	T/TH	\$2700	\$270	\$1350	\$27	\$1323
3K - 4K	M-F	\$4200	\$420	\$2100	\$42	\$2058
	MWF	\$3200	\$320	\$1600	\$32	\$1568
5K	M-F	\$4200	\$420	\$2100	\$42	\$2058

2024 Summer

Days Enrolled	Monthly	Full Summer
M-F	\$350	\$700
MWF	\$250	\$500
T/TH	\$200	\$400

III. Tuition Payment Method

Tuition pre-paid for the semester can be paid via check or electronically. Tuition paid monthly must be paid via automated draft from a debit or a credit card. Forms to enroll in this program are available through the office.

IV. Withdrawal Policy

No less than 30 days prior to withdrawal of a child from enrollment at ASEP, written notice must be delivered to the Director of ASEP.

V. Delinquent Tuition and Fees

Unpaid balances are turned into the All Saints Church Financial Administrator for review and determination if the accounts should be presented to the Finance Committee. If an account is past due 2 months, the child may be withdrawn from ASEP, or other remedies pursued, as determined in the sole discretion of ASEP. ASEP requires that children not enroll in after school programs unless tuition is up to date. If any undisputed amounts are not paid in a timely manner, ASEP shall have the right to exercise any remedy at law or in equity to enforce payment of such amount plus 5% interest.

VI. Registration & Security Fees

An annual, non-refundable registration/security fee is due at the time of registration. These fees can be paid via cash, check or credit card. This fee secures your child's enrollment in ASEP and the amount is determined upon the number of days for which your child is enrolled for the 2024-25 school year. The registration/security fee for the first child is: M-F: \$375, MWF: \$275, T/TH: \$225. The registration/security fee for each additional child is: M-F: \$350, MWF: \$250, T/TH: \$200.

The registration/security fee for Summer for the first child is \$175. The registration/security fee for each additional child \$125.

The only time this fee is refundable is if the family moves outside of Jefferson County, Alabama, prior to the commencement of the applicable school year.

VII. Returned Check Fee

ASEP will charge a \$35 fee on all checks returned to ASEP for insufficient funds. The \$35 fee and the amount of the returned check shall be paid to ASEP promptly upon request. Payment must be made by money order, cashier's check, or cash. If two or more checks are returned to ASEP during the same school year or if the amount of a returned check and the \$35 fee are not promptly paid, ASEP may require all future tuition and fee payments to be made by money order, cashier's check, or cash in addition to pursuing all other available remedies.

VIII. Holidays/Snow Days/Sick Days/Family Vacation Days/Unplanned Closures

No deductions in tuition or fees shall be made for holidays, inclement weather, family vacations, illness, or closures due to events that are not foreseeable on the date hereof or beyond ASEP's reasonable control that it is unable to overcome by the exercise of due diligence and reasonable care (e.g. earthquake, flood, landslide, soil erosion, or subsidence, lightening, storm, fire, pestilence or other natural catastrophes, epidemic quarantines, wars, riots, civil disturbance, terrorist activities, labor strikes, or other labor disputes, or actions or inactions of legislative, judicial, administrative, or other governmental bodies that effectively denies ASEP's ability to conduct its normal school programming as determined in the sole discretion of ASEP. ASEP is a year-round ministry and accordingly, tuition and fees are not reduced or pro-rated during absences or closures. Provided, however, should ASEP be closed for an extended period of time, ASEP may in its discretion, refund a student's tuition.

IX. Partial Month Fees

If a child enrolls in ASEP on a date other than the first day of the month or withdraws from ASEP on a date other than the last day of the month (and appropriate notice of withdrawal is given), tuition may be pro-rated on a daily rate based on the number of days in that month.

X. Hours

Our Preschool hours are 9 AM to 1 PM. Children enrolled in our program will be charged a fee of **\$1.00 per minute after 1:05 PM**. This fee is payable with the next month's tuition.

2024-25 Financial Agreement

The undersigned Responsible Parties hereby certify that we have read and understand all terms and conditions set forth in this Financial Agreement of ASEP, and we agree to abide by and comply with all such terms and conditions. In the event of default of any provision for the Financial Agreement, we agree to pay, jointly and severally, all amounts owed to ASEP pursuant to this Financial Agreement and all costs of collection incurred by ASEP, including the reasonable fees and expenses of ASEP's attorneys. We understand and agree that our obligation to pay tuition and fees described in this Financial Agreement is unconditional and no portion of any such tuition and fees will be refunded or cancelled, regardless of the subsequent absence, withdrawal, or dismissal of the child from ASEP.

We understand that ASEP reserves the right to terminate a child's enrollment in the event of default of this Financial Agreement or violation of the policies and practices set out in the most current ASEP Parent Handbook.

Child's Name

Primary Payer (Parent or Guardian) – Printed

Signature of Parent/Primary Payer

Date

Secondary Payer (Parent or Guardian) - Printed

Signature of Secondary Payer

Date

2024-25 Medical Release

I (we) understand that, in the event medical treatment is required for my child enrolled at All Saints Episcopal Preschool, every reasonable effort will be made to contact me in the context of the circumstances or the circumstances dictate that time is of the essence. If I cannot be reached, I give my permission for All Saints Episcopal Preschool to obtain emergency medical treatment for my child. If I cannot be reached, I give my permission to the staff or sponsor to secure the services of a licensed physician to provide the necessary care, including anesthesia for my child's well-being.

I (we), the undersigned, do hereby verify that the above information is correct and I do hereby release and forever discharge ASEP and all sponsors, staff, employees, agents, and contractors from any and all claims of past, present or future arising out of any damage or injury while employed by or participating in any such events.

Signature

Date

2024-25 Handbook Agreement

I have read the Preschool Handbook and all admission forms and agree to adhere to all policies and procedures requested. If I do not adhere to these policies and procedures, I understand that my failure could result in removal of my child from All Saints Episcopal Preschool.

Signature

Date

2024-25 Photograph Notice

The Preschool occasionally shares pictures of the children with the All Saints Church community via social media and parish newsletters. If you do not want photographs of your child included, please provide written notification to the Preschool.

Payment Information

Please select one of the following options and fill out the card information below:

☐ I wish to prepay tuition by semester.

☐ I wish to prepay summer tuition in full on May 24th.

☐ I wish to pay tuition monthly on the 15th of each month.

Billing Information:

Child's Name: _____

Parent/Guardian Name: _____

Account Billing Address:

Street

City State Zip

Email: _____

Card Information:

Card Holder Name: _____

Check One: ☐ Visa ☐ Mastercard ☐ American Express ☐ Discover

Credit Card Number: _____

Expiration Date: ____ / ____ CVV: _____ Zip Code: _____

I authorize All Saints Episcopal Preschool to process debit/credit card charges based on my selections above. I understand that this authorization will remain in effect per my indications above. If any changes need to be made, I will provide reasonable notification of at least 5 business days to change or terminate this authorization.

SIGNATURE: _____ DATE: _____

Student Information Sheet

Student Name: _____

Date of Birth: _____

Are you a Parishioner: _____

Known Allergies & Treatments:

Authorized Persons for Pick-Up:

Please list both parents/guardians as well as additional contacts authorized to pick up your child from school.

Name:	Relationship:	Contact #:
Parent/Guardian #1		
Parent/Guardian #2		

Parent Signature: _____

Date: _____