

# 2026-27 Financial Policies

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. Registration & Supply Fees

An annual registration/supply 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. The fee for the first child is \$400. The fee for two children is \$750. The fee for three or more children is \$950. The supply portion of these fees may be refundable, at the discretion of the Directors, if a child withdraws before April 30<sup>th</sup>. After April 30<sup>th</sup>, all registration fees are nonrefundable.

	Registration	Supply	Total
<b>One child</b>	\$150	\$250	<b>\$400</b>
<b>Two children</b>	\$300	\$450	<b>\$750</b>
<b>Three or more children</b>	\$450	\$500	<b>\$950</b>

Registration forms are due at the time of registration and will be considered late after April 30<sup>th</sup>. There will be a late fee of \$20 for forms turned in after April 30<sup>th</sup>.

## II. 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, siblings 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 15<sup>th</sup> of each month using the card on file. Children enrolled in the program must pay tuition to hold their spot regardless of attendance. This includes Infants who are unable to attend until they reach 6 months of age.

## III. 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 Director about availability. Below is a list of tuition fees for one child based on the number of registered days:

### 2026-27 School Year

Days Enrolled	Yearly Tuition	Monthly Payments	Semester Total	Semester Discount	Semester w/Discount
M-F	\$4300	\$430	\$2150	\$43	\$2107
MWF	\$3300	\$330	\$1650	\$33	\$1617
T/TH	\$2800	\$280	\$1400	\$28	\$1372

## IV. 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.

## V. 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.

## **VI. 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.

## **VII. Withdrawal Policy**

Written notice must be provided 30 days in advance of withdrawal from ASEP to stop payment of monthly tuition.

## **VIII. 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.

## **IX. 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.

## **X. 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.