

ONE PER FAMILY

TOT TIME PRESCHOOL
PAYMENT SCHEDULE & ACH AUTHORIZATION

Tot Time Preschool processes all tuition, enrollment, and miscellaneous fees via automated ACH bank draft.

KEY PAYMENT POLICIES

- **Non-Refundable:** All enrollment fees, tuition payments, and other drafts are non-refundable.
- **Per-Child Billing:** Accounts are charged individually per student.
- **Account Changes:** To update bank information, submit a new form at least 7 days prior to the scheduled draft date.
- **Agreement Cancellation:** A 30-day written notice is required to fully terminate this ACH authorization agreement.
- **Billing Notification:** You will receive advanced email notice prior to all draft dates.
- For complete tuition rates and other details, review the Student Handbook and Tuition Chart at tottime.org.
- For billing inquiries or other payment arrangements, contact Tricia Harris at tharris@tottime.org.

PAYMENT SCHEDULE

Payment / Fee	Returning Families (Toddlers, 2s, 3s)	Returning Families (PK)	New Families (Toddlers, 2s, 3s & PK)	Transitional K (All TK Families)
Enrollment Fee (\$175)	Due at enrollment	Due at enrollment	Due at enrollment	Due at enrollment
Sept tuition	August 1	August 1	August 1	Tuition is prepaid in two drafts (spring and summer), with all payments collected prior to September 1 st .
Oct tuition	September 1	September 1	September 1	
Nov tuition	October 1	October 1	October 1	
Dec tuition	November 1	November 1	November 1	
Jan tuition	December 1	December 1	December 1	
Feb tuition	January 1	January 1	January 1	
Mar tuition	February 1	February 1	February 1	
Apr tuition	March 1	March 1	March 1	
May tuition	April 1	*Prepaid at enrollment	*Prepaid at enrollment	

ACH AUTHORIZATION STATEMENT

**Please print and complete. Form can also be digitally filled with Adobe Acrobat or iPhone AutoFill. Please return digital (PDF/scan/photo) form to tharris@tottime.org or hard copy to Tricia Harris during school hours.

I/We hereby authorize Tot Time Preschool to initiate debit entries to the bank account indicated below. This authorization remains in effect while my child is (or children are) enrolled at Tot Time, or until canceled with a 30-day written notice.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Bank Name: _____ Account Type (Checking/Savings): _____

Routing Number (9 Digits): _____ Account Number: _____

Account Holder Name: _____

Account Holder Signature: _____ Date: _____

OFFICE USE ONLY: STUDENT ID(s) _____

DSB ENTRY _____

UPDATED: 6/8/2026