Christ Church School
Financial Policies
2009-2010

Christ Church School is an independent, nonprofit preschool. Our income derives solely from tuition fees and fundraising efforts. Our budget constraints mean that every family has a responsibility to pay their tuition in full and on-time. An explanation of the school's fees and refund policies follows:

REGISTRATION FEE: The registration fee for the school year is $100.00 and is non-refundable and non-transferable. The fee is payable when an application for enrollment is made.

TUITION DEPOSIT: Upon placement in a class, a tuition deposit of one month's tuition for each child enrolled is due. The deposit will be credited toward the September tuition payment of the current school year and is non-refundable and non-transferable.

STUDENT RE-ENROLLMENT: Retuning students may enroll for 2009-2010 at anytime after January 15, 2009. Priority registration for returning students is available until March 13, 2009. After that date, all class spaces will be available to any registrant, including those in the wait-pool.

TUITION PAYMENTS: Tuition is payable on the first of each month of the school year, commencing October 1. A child enrolled after the beginning of a month will be charged a pro-rated tuition for the month.

LUNCH BUNCH & EARLY BIRD PAYMENTS: Reservations are required in order for the school to maintain adequate staffing. Standing reservations are billed in advance. If you have a standing reservation, we cannot refund money for periods that are missed, even if you are ill, as we have arranged to have staff coverage.

LATE CHARGES: Tuition payments received after the fifth business day of the month are deemed late and will incur a late charge of $25.00. Any payment received will first be applied to any outstanding late fees, then to the outstanding tuition balance. Late pickup is $5.00 for every 15 minute period after your child's dismissal time and payment will be due upon your arrival. A charge of $25.00 is also assessed on any check returned by a bank.

NON-PAYMENT: If a family experiences a change in circumstances or is otherwise unable to meet their payment obligations, it is the responsibility of the family to contact the Executive Director and/or the Board Treasurer to work out an acceptable arrangement. On the first of each month, the Bookkeeper will notify the Executive Director of any families delinquent from the previous month and the Executive Director will review the matter. If a family remains in arrears and a satisfactory arrangement cannot be reached, the Executive Director may require that the child(ren) be withdrawn from the school and a payment schedule will be made until the account is paid in full. If it is necessary for Christ Church School to initiate a legal action to collect money owed pursuant to this agreement, and judgment is awarded to Christ Church School, Parent agrees to pay all reasonable attorneys' fees and costs incurred in obtaining and collecting that judgment.

WITHDRAWAL: After the beginning of the year, should unforeseen circumstances arise, a parent must provide the Executive Director with 30 days prior written notice of withdrawal and shall be liable for tuition for a period of 30 days from the date the notice is given to the school. Prepaid tuition, Lunch Bunch, and Early Bird program fees will be refunded effective after the 30 day Notification Period.

TEMPORARY ABSENCES: No refunds will be made for temporary absences due to family vacations, illness, accidents, etc. In the event of special circumstances, a parent may apply in writing to the Executive Director of the school for special consideration.

I, _____ , have read and agree to comply with the CCS Financial Policies.
(Name of Mother/Guardian)

_____ _____
(Signature of Mother/Guardian) (Date)

I, _____ , have read and agree to comply with the CCS Financial Policies.
(Name of Father/Guardian)

_____ _____
(Signature of Father/Guardian) (Date)