

Emmanuel Lutheran School
Early Childhood Education
Tuition and Fee Policies

Tuition:

- Children are enrolled for a **12-month program** starting in August and ending in July.
- Annual tuition fees are calculated on a 12-month equal installment schedule. These installments are due whether the student is in attendance all week, part of the week, or not at all. No tuition adjustments will be made for weather closures.
- Families who take the summer months off must pay a **holding fee of 25%** of the summer tuition in order to hold their child's spot for the following school year.
- Families that do not take the summer months off are entitled to receive one vacation week in the month of June or July. Your child cannot attend during a vacation week. Please let us know at least two weeks in advance which week your child will be on vacation.
- If fees and/or first tuition installment are not paid in full by the opening of school, the student will be denied attendance until such fees and the first tuition installment are paid.

Registration and Enrollment Fees:

- Registration and enrollment fees are required to be paid at the time of enrollment to guarantee the student's placement and are **non-refundable**.

Late Fees:

- If a payment applied to your payment plan is returned for insufficient funds, a **\$30.00 charge** will be assessed.
- If full payment of the amount due under any of the school approved payment options is not made within 30 days of the payment deadline, then in addition to the late fee, Emmanuel Lutheran School without notice or demand, reserves the right to declare the entire remaining unpaid balance due immediately and payable by cashier's check.
- If full payment of the amount due under any of the school approved payment options is not made within 60 days of the payment deadline, then in addition to the late fee, the student will not be permitted to attend class, and Emmanuel Lutheran School without notice or demand, reserves the right to declare the entire remaining unpaid balance due immediately and payable by cashier's check in order for the student to be reinstated.

Late Pick Up:

- If a child is not picked within 15 minutes of his scheduled departure time, your account will be billed at the rate of **\$10.00 per hour** or any part of an hour.
- A late pick-up charge of **\$1.00 per minute** will be assessed per occurrence for children picked up after 5:30 p.m.

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Variable Services and Fees:

- All requests for schedule changes must be approved by the Early Childhood Education Director. No schedule changes may be made in the middle of a billing cycle. **Only one schedule change per year is allowed at no charge. Each change thereafter will incur a fee of \$100.00.**
- A nonrefundable holding fee equal to 50% of the monthly tuition must be paid in advance for each month that a spot is requested to be held open in the infant room.
- Parents will be required to pay for any school property damage or loss caused by their children. This shall include, but not be limited to, damage or loss to grounds, buildings, fixtures, equipment, books, and supplies.
- Returned transaction fees, late payment fees, late pick-up fees, and other fees for variable services, will be billed to your account separately from tuition and are governed by these same payment policies.

Withdrawal:

- Emmanuel Lutheran School requires a **written notice 2 weeks in advance** if a child is to be withdrawn. Tuition and fees will be assessed through the last day of attendance of the child.
- If a child is withdrawn from school without the submission of a 2-week advance written notice, tuition will be assessed two weeks following the last day of attendance of the child.
- All account balances must be paid in full by the last day of attendance.

Any requests for exemptions to the above policies must be submitted in writing to the ECE Director for consideration.