



FAMILY SCHOOL

# **Financial Policies Family School/ Salt Box School**



SALT BOX SCHOOL

## **2019-2020**

### **Application:**

*Annual* -A non-refundable processing fee of \$60.00

*Tuition Deposit*- On enrollment confirmation, all families pay a one time \$200.00 tuition deposit. This deposit is credited to your account in the last month of your child's completed program (June or Sept) No deposit credit for early program withdrawal. *Enrollment Schedule* Families enroll children for 10 (Sept-June) month or 12 month Sept-Aug schedules, 2 (T/Th) 3(MWF) or 5 days/week. Other schedules at Director discretion and/or added fee.

Summer Programs for most children entering Kindergarten in September are provided by Brewster Day Camp.

Tuition for this one summer only is at TFS rates. BDC Tuition rates will be higher in your child's older years. Voucher Applications are accepted by BDC and are renewed yearly.

### **Tuition:**

Monthly and annual costs are determined, based on the chosen schedule at the time of enrollment Approximately 50 weeks, 12/10 equal payments. Please see schedule of published rates.

**Discount Plans:** *5 Day Discount:* Families purchasing 5 day programs receive a 2% discount.

*Single Pay Discount:* Entire tuition paid by Sept.1, 2019 5% discount. Additional purchases are as priced.

*Sibling Discount:* Second and subsequent children in the same family, living under the same roof and sharing at least one parent, receive a 5% tuition discount on the lesser tuition bill.

*Vacation/ Absence Credit:* One week of vacation tuition credit per year is available to all families. Families choosing a three day MWF schedule, two weeks/yr.

### **Billing:**

*Statements are e-mailed the last week of the month and payment is due on the first of each month, accounts not paid by the fifth of each month are charged a late fee. Weekly payment plans are available. Please note child's name on checks for payment.*

**Late Payment Fee:** Accounts unpaid by the fifth of each month will be charged a \$25.00 late fee.

**Methods of Payment:** Payments may be made in cash, by check, ACH Bank account payment or charged monthly to MasterCard, Visa or American Express. Please fill out a new form every year for automatic monthly billing. A \$35.00 fee is charged for returned checks. If a check is returned for the second time we will accept payment in cash or by credit card.

**Financial Aid** Applications for financial aid are available in the school office.

Voucher: Child Care Network Vouchers are accepted on a limited basis. Voucher space is granted on an annual basis for one year (Sept.-Aug.), and must be renewed each year by TFS/SBS and Child Care Network. Families enrolled as private pay students may not change to voucher mid- year.

**Refund Policy:** Tuition refunds for withdrawal will be made during the first two weeks of a school program. After that time no tuition refunds will be made for any reason.

***Payment Responsibility:*** The parent or guardian whose signature appears on the child's registration form is the person responsible for tuition payment. When parents are separated, we expect full payment from the registering parent(s). Please let us know when grandparents or employers should receive the bill

***Scheduling:*** In order to preserve your child's social and group skills you may choose Mon. thru Fri., Mon., Wed., Fri. or T., Th. Tuition is billed on this reserved schedule. If your family requires a different schedule, please request in writing to the Admin. Team.  
Your child's reserved schedule may be Sept.-June, or Sept.-August  
You may add occasional time to your child's schedule on a space available basis at a cost of: \$12.00 Hr.  
Once you have chosen your child's days and hours (schedule), please adhere to the schedule for the year. Reserved days may not be switched.  
There is No Credit for illness, absence, holidays, snow days, or early withdrawal.

***Drop in rate:*** is \$60.00 Half Day (up to 5 hours), \$92.00 Full Day (over 5 hours)

***Schedule Changes:*** Permanent schedule changes must be made in writing to the Assistant Director and will be granted with her approval on the first of the month.

***Program Withdrawal:*** Withdrawal from a program may be made only on the first of the month when prior written notice has been given. Notice must be given four weeks ahead of withdrawal. Tuition deposit is retained by the school in case of early withdrawal.

***Late Pick up Fee: If your child has not been picked up by 5:30PM or when your child's Schedule ends, she/he will be in the Schoolhouse office with a Director.*** The first time you are late you will be given a warning with a written reminder of our late policy. Subsequent late pickups will be billed at \$25.00 per half hour or any part thereof. Please maintain your chosen scheduled hours. The campus closes at 5:30PM.

***Emergency Closings:*** We rarely close and are usually open when others are not. We do not refund tuition or switch days for emergency closings. Emergency closings are announced on radio stations WCOD, WXTK, WQRC, television channels 4, 7 and 38, sent by email, and on the school answering machine.

***Additional Fees:*** Additional charges to a family account may include the following:  
Added hours \$12.00/hr and /or days (see drop in rate)  
Emergency meal : \$6.00  
Late pick up: \$25.00 per 1/2 hour or any part thereof.

**To Begin School, a child's file must include:**

1. A completed registration form updated and signed annually. Parent or guardian signing the registration form is responsible for the payment of bills.
2. A Developmental History Form filled out annually.
3. A yearly physical Form, Medication Permission Form and Immunization Record
4. Financial account established and current.

