

## **Fees and Tuition**

Tuition rates are approved by the Mi Escuelita Board of Directors each year. For monthly tuition charges, please refer to the school website.

Tuition is paid monthly and due on the first of each month. Any payments received after the 5<sup>th</sup> of the month are subject to a late payment fee of \$ 25 that will be added to the following month's payment. If the 5<sup>th</sup> is on a Saturday, Sunday, holiday or bad weather day, the last permissible day to make a timely tuition payment will be on the next day that Mi Escuelita is in session. Monthly tuition is the same throughout the year, including months with holidays or school closings due to bad weather.

Annual material fee: After your child's first year, \$100 annual material fee will be charged every September along with September's tuition.

Checks should be made payable to Mi Escuelita and clearly marked with the student's name. A \$35 fee will be charged for returned checks.

For income tax preparation, you can request the EIN (Employer Identification Number) of the preschool from the director.

Your child's first month's tuition is due in full on the first day of attendance at Mi Escuelita. This amount will be deposited and credited immediately. To avoid late payments and to more easily make tuition payments, please contact your bank to arrange automatic bank draft tuition payments. You must notify your bank if/when your child's tuition changes and to stop the payments when your child stops attending the school.

Families are responsible for the full tuition payment every month regardless of absences due to family vacation, illness or other reasons – monthly tuition will not be prorated. Parents who have not paid their child's tuition by the 5<sup>th</sup> day of the month in which it is due will be notified. If payment of the tuition is not paid for one month, the family must contact the Executive Director for possible assistance or to make

other mutually agreeable arrangements with the School. After two months, if tuition and late fees have not been paid, or if other arrangements have not been made with the School, the parents will be asked to withdraw their child from the School. Mi Escuelita is committed to working with parents to find an arrangement that will enable them to maintain their child's account in good standing. It is the parents' responsibility, however, to take proactive steps in contacting the School and working with the School to keep the child's tuition and late fees paid-in-full in accordance with this stated policy. With regard to withdrawal from Mi Escuelita, if a child's last day at Mi Escuelita will take place on or prior to the final weekday of the month, written notice of withdrawal is required by the last weekday of the preceding month. Failure to provide written notice by this date will result in a charge for tuition for the full month subsequent to withdrawal. For example, if the intention is to withdraw a child in the middle of June, notice must be received no later than the last weekday in May and a full month's tuition is due for the month of June.