

**St. John's Lutheran Church
Early Childhood Center
Financial Policy Statement
2019/20 School Year**

Dear Parents,

This is a statement concerning the Financial Policy of St. John's Lutheran Church Early Childhood Center.

Please read, print, sign and return a copy of this form to the School Administrative Center together with your Registration Form, New Authorization Form (even if you have one already on file) and Registration Fee (for current students, your registration fee will be withdrawn from your authorized account). Please print a copy for your own records. If you have any questions, please contact Mrs. Kathleen Leich, the School's Director, or Ms. Roseann Scheel, the School's Administrative Assistant.

Tuition is calculated at an annual rate and for your convenience is divided into ten equal monthly payments as follows:

2 Year Old Program:

Three Day Per Week Program is \$3,250 Annual/\$325 per payment (10 payments)

Two Day Per Week Program is \$2,300 Annual/\$230 per payment (10 payments)

3 Year Old Program:

Four Days Per Week Morning Program is \$4,440 Annual/\$444 per payment (10 payments)

Three Days Per Week Afternoon Program is \$3,420 Annual/\$342 per payment (10 payments)

4 year Old Program:

Five Days Per Week Morning Program is \$4,950 Annual/\$495 per payment (10 payments)

Three Days Per Week Afternoon Program is \$3,420 Annual/\$342 per payment (10 payments)

Tuition payments are electronically withdrawn on the 1st or 15th as follows:

Payment #1	July 1, 2019	Payment #6	January 1 st or 15 th 2020
Payment #2	September 1 st or 15 th 2019	Payment #7	February 1 st or 15 th 2020
Payment #3	October 1 st or 15 th 2019	Payment #8	March 1 st or 15 th 2020
Payment #4	November 1 st or 15 th 2019	Payment #9	April 1 st or 15 th 2020
Payment #5	December 1 st or 15 th 2019	Payment #10	May 1 st or 15 th 2020

There will be a \$25 service fee if there are insufficient funds available when the electronic withdrawal is made.

In the event your child is absent from school, for any reason, tuition payments are still required as listed in the above schedule since school expenses continue during your child's absence. You are free, of course, to withdraw your child at any time.

If your child enters school after the school year begins, at the time of enrollment you must pay the non-refundable \$150 Registration Fee, Tuition Payment #1 and the Tuition Payment due the first of the month of entry. Subsequent Tuition Payments are due according to the above schedule. If you withdraw your child during the school year, all Tuition Payments due through and including the first day of the month of withdrawal must be paid.

If for any reason you need to amend this Financial Policy and/or request financial assistance you must submit your request in writing to the Director at least two weeks prior to your scheduled payment.

It is understood that St. John's Early Childhood Center reserves the right to terminate this agreement at any time if these financial obligations are not met.

I have read and accept this Financial Policy Statement.

Please Print Your Full Name: _____

Signature _____ Date _____