

**St. John's Lutheran Church  
Early Childhood Center  
Financial Policy Statement  
2021/22 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Form ( even if you have one already on file) and Registration Fee (for current students, your registration fee will be withdrawn from your authorized account).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 Toscano, 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 Days Per Week Program is \$3,250 Annual/\$325 per payment (10 payments)

Two Days 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/\$440 per payment ( 10 payments)

Two Days Per Week Afternoon Program is \$2,220 Annual/\$220 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Tuition payments are electronically withdrawn on the 1<sup>st</sup> or 15<sup>th</sup> as follows:

Payment #1 July 1, 2021

Payment #2 September 1<sup>st</sup> or 15<sup>th</sup> 2021

Payment #3 October 1<sup>st</sup> or 15<sup>th</sup> 2021

Payment #4 November 1<sup>st</sup> or 15<sup>th</sup> 2021

Payment #5 December 1<sup>st</sup> or 15<sup>th</sup> 2021

Payment #6 January 1<sup>st</sup> or 15<sup>th</sup> 2022

Payment #7 February 1<sup>st</sup> or 15<sup>th</sup> 2022

Payment #8 March 1<sup>st</sup> or 15<sup>th</sup> 2022

Payment #9 April 1<sup>st</sup> or 15<sup>th</sup> 2022

Payment #10 May 1<sup>st</sup> or 15<sup>th</sup> 2022

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 school is closed due to circumstances beyond our control, i.e. a World Pandemic, parents are responsible for the entire tuition payment for the month in which school is closed. After the first month that school is closed, subsequent tuition payments will be suspended until school reopens. Parents will be given the choice to join our Live Remote Learning Platform, for a monthly fee of \$100.

Amendments to this Financial Policy must be submitted in writing.

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 \_\_\_\_\_