

**ST. JOHN'S LUTHERAN CHURCH  
EARLY CHILDHOOD CENTER  
FINANCIAL POLICY STATEMENT  
2018/19 SCHOOL STATEMENT**

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 Office together with your Registration Form and Fee. Please print a copy for your own records. If you have any questions, please contact Mrs. Kathleen Leich, the School's Director, or Mrs. 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:**

Each payment for the 2 year olds (2 days/wk) is \$2,270 Annual/ \$227 per payment  
Payment for optional Monday Fun Day is \$665 Annual/\$95 per payment (7 payments)

**3 Year Old Program:**

Each payment for the 3 year olds (3 days/wk) is \$3,410 Annual/\$341 per payment  
Payment for optional Terrific Tuesdays Program is \$760 Annual/\$95 per payment (8 payments)

**4 year Old Program:**

Each payment for the 4 year olds (AM 5 days/wk) is \$4,750 Annual/\$475 per payment  
Each payment for the 4 year olds (PM 3 days/wk) is \$3,410 Annual/\$341 per payment

Tuition payments are electronically withdrawn on the 1<sup>st</sup> or 15<sup>th</sup> as follows:

Payment #1	July 1, 2018	Payment #6	January 1 <sup>st</sup> or 15 <sup>th</sup> 2019
Payment #2	September 1 <sup>st</sup> or 15 <sup>th</sup> 2018	Payment #7	February 1 <sup>st</sup> or 15 <sup>th</sup> 2019
Payment #3	October 1 <sup>st</sup> or 15 <sup>th</sup> 2018	Payment #8	March 1 <sup>st</sup> or 15 <sup>th</sup> 2019
Payment #4	November 1 <sup>st</sup> or 15 <sup>th</sup> 2018	Payment #9	April 1 <sup>st</sup> or 15 <sup>th</sup> 2019
Payment #5	December 1 <sup>st</sup> or 15 <sup>th</sup> 2018	Payment #10	May 1 <sup>st</sup> or 15 <sup>th</sup> 2019

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 \$100 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.

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 \_\_\_\_\_