

## Registration and Tuition

Registration: Is a non-refundable fee.

Two days: \$95.00

Three days: \$140.00

Tuition: Is an annual fee that can be paid annually or monthly.

Two days: Annual: \$855.00

Monthly: \$95.00

Three days: Annual: \$1260.00

Monthly: \$140.00

1. Tuition is payable on the first class day of each month. These payments are not adjustable for missed days due to illness, holidays, or vacation.
2. Checks should be made payable to Hephzibah Weekday Preschool.
3. Checks are to be given directly to the Director or Assistant Director. Teachers cannot accept payments. If you choose to mail your payment it must arrive no later than the 5<sup>th</sup> of each month. A \$10.00 late fee will be charged to your account if payment is not received by the 5<sup>th</sup>.
4. Please place your payment in the envelope provided by HBC Preschool. Please fill out the envelope completely before turning in your payment. A \$20.00 fee will be charged for all returned checks.
5. Optional expenses include class pictures, individual pictures, t-shirts, and book orders.
6. One month's notice or one month's payment is required if a child is withdrawn from the program.
7. Because we are a non-profit organization, and due to staff expenses, your child cannot be withdrawn from the program in March without paying for the months of April and May.
8. Hephzibah Weekday Preschool reserves the right to dismiss your child for non-payment or for reasons resulting from an inability to adjust to a group experience.