

# THE LAUNCHING PAD PRESCHOOL TUITION POLICY

1. The \$40 registration fee is non-refundable.
2. **The entire school year's tuition is divided into nine equal monthly payments:**  
**Due - 1) June 1, 2022, which is non-refundable after August 1, 2022, 2) by the September conference, 3) October 1, 4) November 1, 5) December 1, 6) January 1, 7) February 1, 8) March 1 and 9) April 1.** These payments are the same amount no matter how many school days there are in a month.
3. There is a **\$25.00 late fee** if tuition is paid more than 5 business days after the 1<sup>st</sup> of the month.
4. If a child is absent for an extended amount of time, parents are still responsible for preschool tuition, as the slot cannot be offered to anyone else unless the child is withdrawn from the program.
5. **Parents are responsible to communicate directly with the Coordinator if they are having difficulties with tuition payments.** Financial arrangements can be made and scholarship assistance may be available, but it is a parent's responsibility to request information about such assistance.
6. A child will not be allowed to attend preschool if the tuition payment is more than three weeks overdue (unless special arrangements have been made with the Coordinator).
7. There is a \$30 NSF fee if the tuition payment is returned by the bank for non-sufficient funds. A \$10 late fee will be assessed for every 15 minutes a child is picked up late from preschool.
8. If you need to withdraw your child from Launching Pad Preschool, we require a written notice of 10 business days prior to your end date. Failure to do so will result in you being billed for the tuition of the required 10 business days.