



SCHEDULE OF TUITION & FEES

2023 - 2024

DIVISION	GRADE	TUITION	GRADE FEE
Upper School	9 - 12	\$33,900	\$1,000
Middle School	5 - 8	\$32,135	\$1,000
Lower School	1 - 4	\$29,040	\$705
First School	Kindergarten (Mon–Fri, 8:00 - 3:10)	\$21,795	\$400
	Pre-Kindergarten (Mon–Fri, 8:00 - 12:00)*	\$16,530	\$350
	Pre-School & Key-Wee (Mon–Fri, 8:00 - 12:00)* (Tues, Wed, Thurs, 8:30 - 12:00)*	\$16,530 \$ 9,920	\$350 \$350

The reservation deposit is 5% of the tuition owed per student.

* See next page for full-day (12:00 - 3:10 p.m.) and after-school options (3:10 - 5:30 p.m. and 5:30 - 6:00 p.m.).

GRADE FEE

The entire grade fee is due August 1. Grade fee covers additional expenses for which many schools bill separately, as incurred over the year.

PAYMENT PLANS - Administered by FACTS

Changes after May 1, 2023, may be assessed a \$25 service charge

FACTS - Option 1: 5% deposit due upon enrollment; 10 monthly payments begin **June 15, June 25, or July 1, 2023.**

If you would like to defer your existing February payment (thereby extending your payment schedule by one month to accommodate the deposit for the 2023-2024 academic year) please contact Sue Clayton in the Business Office.

FACTS - Option 2: 5% deposit due upon enrollment; 55% due **August 1, 2023**, and 40% due **January 1, 2024.**

FACTS - Option 3: 5% deposit due upon enrollment; 95% due **August 1, 2023**, with a 1% tuition credit per student if paid when due. This credit does not apply to financial aid recipients.

Annual family enrollment fee of **\$25** for **Options 2 & 3** and **\$55** for **Option 1** is paid directly to FACTS. Upon enrolling in **FACTS** (<https://online.factsmgt.com/Signin/3QQMH>), Key School's Business Office will be notified and will populate the family account with the tuition, fees and applicable financial aid.

SIBLING TUITION CREDIT

A 5% tuition credit is allowed for the third student enrolled per family; a 10% tuition credit is allowed for the fourth student. The tuition credit is applied to the youngest student, and does not apply to financial aid recipients.

INCIDENTAL CHARGES

Incidental charges are billed monthly and include such items as bookstore purchases, optional field trips, lost uniforms, PSAT/ AP exams and supplemental curricular material. These charges appear and are billed separately from tuition on FACTS. Parents or guardians must self-enroll in FACTS Auto-Pay separately from tuition for incidental charges, and can designate a different bank account to be charged, if desired. After September 1, all families who do not self-enroll for incidental charges will have the incidental charges account automatically linked to the bank account designated for tuition payments.

FINANCE CHARGES

Delinquent accounts will be subject to a finance charge of 1.5% per month (18% annual rate) on all unpaid balances received after the due date.

TEXTBOOKS (Grades 7 - 12)

Textbooks are required for students in grades 7-12. Textbooks can be purchased or rented through vendors such as Amazon.

1:1 LAPTOP PROGRAM (Grades 5 - 12)

Fifth and sixth grade students use School-issued Chromebooks, which are kept at Key; students in grades seven through twelve will need to bring their own laptop to School each day. View required specifications at [1:1 Laptop Program](#).

EXTENDED DAY OPTIONS

Before School Care (Kindergarten - Grade 4) – [Online registration form](#) required annually

7:30 - 8:10 a.m. Monday through Friday **Free of charge**

Full-Day Options (Key-Wee, Pre-School and Pre-Kindergarten) – Registration required annually; space is limited.

To secure your student's space, please complete and submit the [online registration form](#) in conjunction with their electronically submitted enrollment contract(s). Full-day registration forms submitted after the reenrollment deadline will be processed in the order in which they are received. There is a 10% discount for the second and subsequent student(s) if registered by the first day of school.

12:00 – 3:10 p.m.	Monday through Friday	\$4,845
12:00 – 3:10 p.m.	Monday, Wednesday & Friday	\$2,905
12:00 – 3:10 p.m.	Tuesday, Wednesday & Thursday	\$2,905
12:00 – 3:10 p.m.	Tuesday & Thursday	\$1,940

After School Program (First, Lower, Middle Schools) – Registration required annually; space is limited for First School and Lower School.

To secure your student's space please complete and submit the [online registration form](#) in conjunction with their electronically submitted enrollment contract(s). Full-day registration forms submitted after the reenrollment deadline will be processed in the order in which they are received. There is a 10% discount for the second and subsequent student(s) if registered by the first day of school.

First School, Lower School, Middle School

3:15 – 5:30 p.m.	Monday through Friday	\$3,400
5:30 – 6:00 p.m.		\$1,520
3:15 – 5:30 p.m.	Monday, Wednesday & Friday	\$2,040
5:30 – 6:00 p.m.		\$910
3:15 – 5:30 p.m.	Tuesday, Wednesday & Thursday	\$2,040
5:30 – 6:00 p.m.		\$910
3:15 – 5:30 p.m.	Tuesday & Thursday	\$1,360
5:30 – 6:00 p.m.		\$610

Middle School Hourly (student must be registered to attend) \$15.00/hour

Late Pick-up Charges: A late pick-up fee of \$30.00 per 15 minutes or fraction thereof will be assessed to families arriving after their After School Program contract time (5:30 p.m. or 6:00 p.m.).