

HOLY FAMILY PRESCHOOL

TUITION, FEES & PAYMENT OPTIONS

2023-2024

<u>PROGRAMS AND TUITION</u>	<u>TIME</u>	<u>DAY</u>	<u>TUITION</u>	<u>MONTHLY (x10)</u>
Four-Year-Old Full day	8:10 – 2:45	Monday-Friday	\$4,700	\$470
Four-Year-Old 3 day	8:15 - 11:30	Monday, Wednesday, Friday	\$1,830	\$183
Three-Year-Old 2 day	8:30 - 11:00	Tuesday & Thursday	\$1,460	\$146

TUITION & FEES:

Tuition and Fees are collected using online-web based Simple Tuition Solutions. Tuition is charged by June. Additional fees may be charged and invoiced throughout the school year.

TUITION PAYMENT PLANS

Each family may select one (1) payment plan option from the following, options may not be combined.

- **Annually** – One (1) payment due July 2023*. Discount 5% off the 1st Child Net Tuition
- **Semi-Annually** – Two (2) payments due August 2023 and January 2024*
- **Quarterly** – Four (4) payments due July 2023, October 2023, January 2024 and April 2024*
- **Monthly** – Ten (10) payments due August 2023– May 2024*

*Students registering after June 15, 1st payment is due before 1st day of school.

PAYMENT DATE – Each family may select one (1) payment due date; 5th, 15th, 20th

PAYMENT OPTIONS – Online or Postal Mail

STS Website: <https://app.simpletuitionsolutions.org/register?sc=20411>

Payment mailing address: Simple Tuition Solutions, LLC, P.O. Box 779 Camp Hill PA 17001

(Include your account # and/or invoice # on all payments)

PAYMENT METHOD – Automatic (ACH), Check, or Credit Card**

**2.79% processing fee

STEPS TO COMPLETE REGISTRATION FOR 2023-2024 New Students:

1. New Student only: Go to www.holyfamilynazareth.com and complete the Online Application under the Admissions tab.
2. Pay Non-Refundable New Student Online Application Fee is \$25.
3. Upload baptism certificate and birth certificate or return these to the office.
4. Once records have been reviewed and student is accepted, then you will receive an email with instructions on how to complete the Enrollment Packet online through FACTS Family Portal.
5. Make Non-Refundable Enrollment/Registration Fee **New Student** \$25.
6. Next, Log-In to Simple Tuition Solutions (STS). New Families, create an account. Select a payment plan and method for both Tuition and Incidental Fees - <https://app.simpletuitionsolutions.org/register?sc=20411>

OTHER FEES

Various Incidental fees are billed and collected on the STS system throughout the school year. Those listed below are some that may apply. Payment will be due, in most cases, the 20th of the month. We will make every effort to keep this consistent.

Field Trips – Students will receive a permission slip and will be notified of the cost of any Field Trip. Transportation is provided by the parent.

Fun Run Annual Fall Fundraiser PK-8 - Each student is to sell 10 raffle tickets for \$10 each. Unsold tickets are billed.

YE Celebration/Graduation Fee – Full Day \$35 per student, Half Day \$25 per student

Holiday Craft Fee - \$30 per student

Late Pick-up Fee - \$5.00 for each 5-minute increment after dismissal time.

Cash Card Program - Support and participate in the Cash Card Program, a year round gift card fundraiser. As gift cards are purchased rebate is earned. Your rebates are totaled quarterly and 50% will be credited on your tuition balance and 50% will benefit the school. Cash Card Fundraising amount of \$400 4-yr old Mon-Fri Full Day and \$100 3-yr old Tues/Thu and 4-yr old Mon/Wed/Fri half day. The fee is charged with Tuition. See page 2 for more information.

For additional information, contact our Advancement Director, Mrs. Lauri Catena 610-759-5642 x-118 email: lauricatena@hollyfamilynazareth.com

PROGRAM, TUITION & FEES POLICY

- New Student enrollment spot in each program is prioritized in the following order: Siblings of current students (PK-8), Parishioners, plans to attend HFS K-8, non-Parishioners.
- Class Maximum is 20 students, ratio 1:10. We have a waitlist for students wanting to be contacted if a spot becomes available.
- Each class has at least two staff, a teacher, and an aide.
- For enrollment in the 3-year program, the child must be 3 years old by September 1, 2023.
- For enrollment in the 4-year program, the child must be 4 years old by September 1, 2023.
- For enrollment in Kindergarten, the child must be 5 years old by October 15, 2023.
- Children must be potty trained by the first day, no pull-ups permitted.
- Holy Family reserves the right to cancel a preschool class that is less than three-fourths enrolled.
- Preschool Back to School for Families and the School-Wide-Back-To-School Bash run by the H&SA for Families are both in August. Both events are relevant and important for preschool families to attend.
- The first day of Preschool is 3-year-old ½ day and 4-year-old full day classes is the Tuesday after Labor Day, and Preschool 4-year-old ½ day class is the Wednesday after Labor Day.
- The last day of preschool for each class will take place in the morning during the week prior to Memorial Day Weekend.

CASH CARD PROGRAM (CCP) – coordinator email: hfcc@holyfamily-edu.org

1. Year-round fundraiser in which families purchase gift cards for their everyday purchases such as groceries, fuel, prescriptions, dining/takeout, clothing, home project supplies, etc. Holy Family purchases these at a discount and resells them for face value. The difference is the rebate (profit). Detailed information can be found at <https://www.holyfamilynazareth.com/fundraising/cashcards.cfm>
2. Each Family must complete a Participation Agreement Form (PAF) designating 100% of their rebate to tuition credit program and uploaded during the registration process. This agreement continues year to year unless replaced by another.
3. Each new family will receive a welcome email with information to access the RaiseRight App and <https://www.raiseright.com> place orders, pay-online, view account information, reset login information, view order history, and rebate totals.
4. Immediate and extended family, friends, businesses, co-workers & neighbors may designate their rebates to your tuition credit by providing a Participation Agreement Form (PAF). The agreement remains in effect year to year until replaced.
5. School families that have children in Preschool and/or PREP only need to meet the school requirement.
6. Cash Card Fundraising Fee (\$400 PK4 Full Day or \$100 Partial Day Programs) is billed with tuition.
7. The tuition credit program splits rebates earned 50% to tuition, and 50% to the school. Tuition credits are issued quarterly, August, November, February, and May.

ADDITIONAL INFORMATION – Inquiries or requests should be emailed to Sandy Miller; millers@holyfamily-edu.org

1. If payment due date falls on a non-banking day, the due date is the next business day.
2. **A Late Fee** of \$30 will be assessed on an invoice when a payment due date is missed.
3. **Returned ACH's & bounced checks** will be charged a \$30 fee. Auto payers limit 3 attempts per invoice, occurring 7 days apart from each other with a notice 3 days prior to the attempted bank draft.
4. **Avoid Late and Return Fees-** due dates on an invoice during the school year can be changed with 4 business days' notice.
5. Discrepancies or disputed charges on your account or statement should be resolved prior to their Due Date.
6. Application, Enrollment/Registration Fees are non-refundable.
7. Students with any past due or delinquency during the school term may not attend field trips, or any preschool extracurricular activity while account is delinquent. Delinquency of 60 days or more, may not attend class until account is current. Delinquency of 90 days or more will not remain enrolled.
8. All financial obligations must be met, regardless of due date, to receive certificate, report card, attend celebration, or to qualify for scholarship or aid awards for HFS for the next term.
9. Certificate or Report card will be held for any unpaid balance will be mailed five (5) business days after payment is received.
10. There is no multi-child discount or family rate available toward Preschool Tuition.

STUDENT TRANSFERS/WITHDRAW

1. The Preschool Teacher should be notified in writing of any student that is withdrawing or will not be returning the next term.
2. If a child attends at least one day in a month, the entire month's tuition is charged.
3. Tuition is prorated based on 9-month academic year (Sept-May) and charges are adjusted on STS for months attended.
4. Cash Card Participation requirement is prorated for months attended.
5. If there is a Tuition or Fee adjustment needed, it will be made on your account. If there is a refund due it will be issued by check and mailed to the primary account holder after all school property has been returned.
6. No refunds on withdrawals after March 30th.