



New Albany All Day Kindergarten Program

Tuition Agreement, 2024-2025

The all-day kindergarten program tuition rates are based on an annual tuition of \$5424.00

All Day Kindergarten Tuition Payment Schedule

Tuition Payment	Payment Due Date
Payment #1 – \$1808.00	Guarantee Date: March 1, 2024 OR Upon Acceptance Into Program
Payment #2 – \$1808.00	November 1, 2024
Payment #3 – \$1808.00	February 1, 2025

How to make tuition payments:

- **Option 1:** Pay with check. Checks should be made payable to *New Albany Plain Local Schools* and sent via US Mail to New Albany Early Learning Center, ATTN: ADK, 5101 Swickard Woods Blvd, New Albany, OH 43054; or dropped off to the same address. **Please write your child’s name in the memo line of your check.**
- **Option 2:** Credit card payment online. Please note there will be a **3.9% credit card processing fee** for all online payments.

Additional Information:

- Payments made after the due date will be charged a \$25.00 fee. Any unpaid account balance (including all late fees) must be paid in full within five business days of the due date or termination of all day kindergarten and placement in the half-day program could occur. Habitual late payment or non-payment may result in termination of service in the all day program. No partial payments are accepted.
- Tuition payments made online will include a 3.9% credit card processing fee. Processing fees are non-refundable as those fees go directly to the credit card processor and not to NAPLS.
- It is the parent’s responsibility to notify New Albany Early Learning Center Principal, Michelle Levero, if the child is eligible for reduced tuition due to qualifying for the federal free and reduced lunch program.
- There is no tuition adjustment due to holidays, emergency closures, vacations or child absence. Tuition payments are non-refundable, except for the initial deposit as described below. Parents of students leaving the program prior to the conclusion of a trimester are not eligible for prorated reimbursement. **Tuition regarding attendance models due to Covid-19:** Attendance models can change due to the Covid-19 pandemic. These attendance models may include hybrid or virtual learning models. Any change in the learning model does not impact tuition. There are no tuition refunds if classes change from in-person to online/remote or hybrid, as the ELC will continue to provide instruction to students.
- **Your deposit of \$1808 is refundable until May 15, 2024 but is not afterward**, so please be sure that you want your child to participate in the program before submitting your payment.
- Written notification of withdrawal of your child from the all day kindergarten program must be received a minimum of 15 days prior to the next scheduled tuition payment. Written notification must be made to the New Albany Early Learning Center Principal.
- Payment questions can be directed to ELC Secretary, Heidi Harper, at harper.15@napls.us or 614-413-8700.
- A signed copy of this document must be included with your deposit payment.

I have received information regarding all day kindergarten tuition rates and payment requirements. My signature below indicates that I agree to the terms and conditions of enrollment and participation in the all day kindergarten program and that I accept the financial responsibility of the required tuition schedule provided and will make required payments by the due dates.

Parent/Guardian Signature(s)

Date

Kindergarten Child’s Name

Parent Email Address