



ELC Tuition Policy 2025-2026

In 1899, St. John's Lutheran Church established St. John's Lutheran School to provide Christian education for church families. Through the years, St. John's has continued to encourage parents/guardians in the church and community to avail themselves of this avenue of building Christian values and family support. The congregation provides pastoral support and some administrative and financial support; however, the day-to-day expenses of school personnel salaries, office support, teaching and learning materials, and extra-curricular expenses are provided by the school parents/guardians in the form of tuition and fees.

To provide an orderly and timely payment of salaries and expenses, we depend on the regular payment of fees by our school families. The following policies for the payment of tuition and fees have been established:

1. The School Board of St. John's Lutheran Church and School shall annually determine the tuition and fees.
2. For billing purposes, the annual tuition costs have been divided equally into twelve monthly payments. The ELC may not be open on all dates set forth in the calendar for varying reasons including, but not limited to: weather, and/or the inability to use the facilities. **There is no reduction in tuition for snow days, conferences, in-service days, holidays, Christmas break, Spring break, and pandemic closures.** With any closure beyond 14 consecutive days, a tuition adjustment may be put into place.
3. **Children who are absent due to illness or vacations are still charged the agreed-upon tuition.** An exception would be made in the case of a long-term illness in which an adjusted agreement can be made with the Director.
4. **The re-enrollment/enrollment registration packet is due to St. John's Early Learning Center by January 30, 2025, for current families. New family registration packets will be accepted starting February 3, 2025. The registration fee is non-refundable, non-transferable, and does not apply to tuition. Re-enrolling families will need to sign into their Blackbaud Tuition Management account and pay the Registration and Blackbaud Tuition fees in January 2025. For new families, enrollment is not complete until the registration fee is paid via Blackbaud Tuition.**
5. Families that start a program mid-year will be required to pay their first month tuition, in addition to the registration fee, at the time the enrollment application is received.
6. Parent/Guardian will pay tuition using Blackbaud Tuition. The annual tuition is divided into twelve (12) monthly payments. Please review your online Blackbaud Tuition account for complete Blackbaud Tuition policies.
7. **A minimum 30-day, advanced notice of withdrawal, in writing, is required for all withdrawals that occur prior to the last day of the program year.** Tuition will be charged for a full 30 days if less than a 30-day advance notice is given.
8. School records may be held for any child whose tuition or fees are in arrears or other obligations are not met.
9. A student shall not be allowed to begin classes for a new program year if any prior tuition and fees are outstanding.
10. **ELC tuition is due on the 15th of each month and Blackbaud Tuition charges a \$40 late fee after a 5 day grace period. A \$30 fee is assessed from Blackbaud Tuition for any returned payments. Blackbaud Tuition will waive one late payment fee per family per school year (you must contact Blackbaud Tuition directly for this fee to be waived). Returned payment fees may not be waived so please be sure the bank account number provided is correct.**
11. **Any contract change that results in a decrease in scheduled days will incur a \$95 change fee, which will be invoiced through Blackbaud Tuition. However, an increase in scheduled days will not be subject to a change fee. A 'change' is defined as any modification to a class, program, or number of days requested by a family after the ELC office has processed and accepted their enrollment application. Any increase in tuition due to a program change will be billed immediately, while any reduction in tuition will be reflected in the next monthly billing cycle.**
12. **After a five minute grace period following the daily closure of a child's program, a late charge of \$20 plus \$1.00 per minute, per child will be assessed. You may pay this in cash at the time or this late fee will be invoiced with your next month's tuition payment via Blackbaud Tuition.**
13. The ELC reserves the right to adjust any programs offered due to unanticipated changes in enrollment.

We recognize that difficulties may arise with a family's financial situation during the year that makes payment of tuition difficult. It is the family's responsibility to contact the School Board through the Principal or the ELC Director when these difficulties arise; every effort will be made to work with the family. Please understand that we want to pay our teachers and other expenses regularly and on time. Your cooperation is appreciated as we strive to provide the best possible Christian early care and education support for you and your family at an affordable cost. Thank you for your assistance.

Signature of financially responsible person _____

Printed Name _____ Date _____