



New Albany All Day Kindergarten Program 2026-2027 Tuition Agreement

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: Feb. 27, 2026 OR Upon Acceptance Into Program
Payment #2 – \$1808.00	November 1, 2026
Payment #3 – \$1808.00	February 1, 2027

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.

Tuition Payment Policy: Payments received after the due date will incur a late fee of **\$50**.

All outstanding balances, including late fees, must be paid in full within 10 business days of the due date. Failure to do so may result in removal from the all-day kindergarten program and placement in the half-day program. Repeated late or missed payments may lead to termination of enrollment in the all-day program. Partial payments are not accepted, and late fees are strictly enforced.

Online tuition payments can be made at <https://form.jotform.com/210145115593145>. A **3.9% non-refundable credit card processing fee** applies to all online transactions. Please include the applicable late fee when submitting payment online.

Parents are responsible for notifying Michelle Levero, Principal of the New Albany Early Learning Center, if their child qualifies for reduced tuition through the federal Free and Reduced Lunch Program. Tuition adjustments are based on this eligibility.

Tuition and Withdrawal Policy: Tuition is non-refundable and not adjusted for holidays, emergency closures, vacations, or student absences. Families withdrawing prior to the end of a trimester are not eligible for prorated reimbursement.

In the event of a pandemic, public health emergency, government-mandated closure, or other circumstances beyond the school's control, tuition remains non-refundable and unchanged. Instruction will continue through virtual or alternative learning formats.

The \$1,808 deposit is refundable through May 15, 2026. After this date, it becomes non-refundable. Please ensure your intent to participate before submitting payment.

Written notice of withdrawal must be submitted to the New Albany Early Learning Center Principal at least 15 days prior to the next scheduled tuition payment.

For payment questions, contact Amy Quackenbush, ELC Secretary, at quackenbush.2@napls.us or 614-413-8700.

A signed copy of this document must be submitted 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