



Minneota Public School District District Procedures

Adopted: August 2026

DISTRICT PROCEDURES: PRESCHOOL PROGRAMMING AND TUITION-FEES

1. PURPOSE

Minneota Public Schools provides preschool programming designed to support early childhood development and school readiness. Because preschool participation is voluntary and not part of Minnesota's compulsory education system, the School Board may establish tuition and fees to support program operations. These procedures establish expectations for tuition payment and authorizes administrative procedures for collection of preschool tuition.

2. TUITION REQUIREMENT

Participation in district preschool programs may require payment of tuition as established by the School Board. The School Board shall approve annually:

- Preschool tuition rates
- Payment schedules
- Any applicable registration or program fees

Tuition information will be clearly communicated to families prior to enrollment.

3. PAYMENT EXPECTATIONS

Families enrolling a student in the district's preschool program must agree to the district's tuition payment requirements. Payment options may include:

- Full payment prior to the start of the program
- Monthly installment payments
- Other payment plans approved by the district

A signed Preschool Tuition Payment Agreement may be required prior to finalizing enrollment.

4. DELINQUENT ACCOUNTS

The district expects tuition payments to be made according to the agreed-upon schedule. If tuition payments become delinquent, the district may take appropriate steps including:

- Providing written notice of overdue balances
- Requiring payment arrangements
- Temporarily suspending participation in the preschool program
- Removing the student from the program
- Referring unpaid balances for collection, consistent with district procedures and applicable law

The district will make reasonable efforts to work with families experiencing financial hardship.

5. EQUITY AND CONSISTENCY

Administration will apply tuition policies consistently and fairly. Families experiencing financial hardship are encouraged to contact the district to discuss payment options.

6. ADMINISTRATIVE PROCEDURES AUTHORITY

The Superintendent or designee shall develop administrative procedures to implement this policy.

7. PRESCHOOL TUITION BILLING AND COLLECTION PROCEDURES

These procedures establish consistent administrative practices for managing preschool tuition payments.

7.1 Minneota Public Schools Preschool Tuition Information

Thank you for enrolling your child in Minneota Public Schools Preschool! Our program provides high-quality early learning experiences to help children develop the skills needed for kindergarten success. Because preschool is a voluntary program, because the district receives minimal state or federal aid or revenue for the program, and because the program is not close to being fully-funded, our preschool programs are conducted through Community Education. The preschool tuition/fees we charge help support staffing, materials, and program operations and offset some of the program costs.

7.2 Enrollment Requirements

Prior to beginning preschool services, families must:

- Complete preschool registration
- Sign the **Preschool Tuition Payment Agreement**
- Select a payment option

Enrollment may not be completed until these steps are completed.

7.3 Tuition Billing

The district will provide families with:

- Tuition amount
- Payment schedule
- Due dates

7.4 Payment Options

Payments may be accepted through district-approved payment methods, including:

- Online payment system
- Check or cash
- Automatic payments when available

7.5 Payment Due Dates

Unless otherwise approved:

- Monthly payments are due on the **1st of each month**
- Payments are considered late after **10 calendar days**

7.6 Delinquency Notification Process

The district will follow a consistent communication process.

Days Past Due	Action
10 days	Written reminder sent
20 days	Second notice and personal contact attempt
30 days	Written notice of possible program suspension
45 days	Student may be removed from program or account referred for collection

7.7 Program Participation

If tuition becomes significantly delinquent, the district may:

- Require payment of the overdue balance
- Establish a payment arrangement
- Temporarily suspend preschool attendance
- Remove the student from the program

The Superintendent or designee will make decisions.

7.8 Financial Hardship

The district recognizes that families may experience financial hardship. Families may request:

- Temporary payment adjustments
- Modified payment plans
- Other arrangements approved by administration

Requests should be made to the district office.

7.9 Collections

Accounts that remain unpaid after reasonable attempts to collect may be:

- Referred to a collection agency
- Pursued through other lawful collection methods

The district will comply with all applicable laws when collecting unpaid tuition.

7.10 Tuition Payments

Families will receive:

- Total tuition amount
- Payment schedule
- Payment due dates

Payment options may include:

- Paying the full amount before the school year begins
- Monthly payment plan
- District-approved payment arrangements

7.11 Payment Methods

Payments may be made through:

- Check payable to Minneota Public Schools
- Online payment system
- Other district-approved methods

7.12 If a Payment Is Late

We understand that things happen. If a payment is missed:

- A reminder will be sent
- The district may contact you to discuss payment options

Our goal is always to work with families whenever possible.

7.13 If Payments Become Delinquent

If tuition remains unpaid for an extended period, the district may need to:

- Pause preschool attendance until payments are current
- Arrange a payment plan
- Remove the student from the program

We will communicate with families before any of these steps occur.

7.14 Financial Hardship

If your family is experiencing financial difficulty, please contact the district office as soon as possible.
We are happy to discuss payment options.

8. **ADDITIONAL INFORMATION OR QUESTIONS**

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We appreciate your partnership and look forward to a great preschool experience for your child!