

Chapelwood School for Young Children

Financial Policy

- **All registration fees, and the May tuition payment are non-refundable.**
- **All** tuition payments will be processed through Smartcare. If you are a new family, you will receive an email from Smartcare with instructions on how to set up your account for payment. You can pay either by credit/debit card (convenience fee) or by bank draft which is free for each transaction.
- Tuition may be paid monthly, quarterly, or yearly.

TUITION

- Tuition is divided into nine payments and collected May-April.
- Monthly tuition statements will be emailed to you via Smartcare.
- Your first tuition payment is due February 15th for PreK and April 1st for all other age groups. Thereafter, tuition is due **in full** on the first business day of each month (September-April).
- A late fee of \$20.00 will be posted to your account via Smartcare for payment not received by the 10th day of each month.
- If the account is not paid within seven calendar days, your child will not be permitted to attend school until the account is current.
- Should a family be withdrawn for financial reasons more than 10 school days, the child's place will be forfeited, and the place will be filled from the waiting list.
- A tuition fee will not be modified for absences due to short-term illness.
- No credit on tuition is given for regularly scheduled school holidays, vacation periods or bad weather days.

SCHEDULE CHANGES

- Changes in your child's schedule must be made with the Registrar. The parent will receive a confirmation copy of the schedule change and a tuition statement, should a balance be due as a result of the schedule change. This balance is due within five (5) days of the date on the statement or late fees will apply.
- In the case of a withdrawal, the May tuition will not be refunded.

LATE PICK-UP

- A parent who does not pick up his/her child by 2:05 p.m. may be assessed an administrative late fee of \$5.00 and charged an additional fee of \$1.00 per minute.

RETURNED CHECKS

- Returned checks will be charged back to your tuition account and a \$25.00 returned check fee will be assessed. A cashier's check or money order must be presented for the tuition plus the \$25.00 returned check fee.

We have read, understand, and agree to abide by the financial policy of Chapelwood School for Young Children.

Child's Name

Parent/Guardian (Please Print)

/
Initial

Date