

ASCENSION EARLY CHILDHOOD CENTER TUITION AND FEE POLICY INFORMATION

REGISTRATION/SUPPLY FEE

- This is a yearly **NON-REFUNDABLE** (per family) fee paid at time of enrollment.

TUITION

- Enrollment is for the school year, September through May. The Little School budgets its expenses according to the promised revenue and must meet its financial obligations regardless of the attendance of the individual student. Consequently, there are no refunds for absences or withdrawals.
- The Little School program is based upon an annual tuition rate divided into nine (9) monthly payments.
- The 9th payment is payable at registration and is **non-refundable after April 1st**.
- The 8 remaining payments are due on the 20th day of the month (August through March.)
- Payment options include electronic withdrawal, cash, or check made payable to “AECC” (Ascension Early Childhood Center.)
- Cash or checks should be either mailed, brought directly to The Little School Office, or pinned to the ***OUTSIDE*** of The Little School bag. ***PLEASE do NOT PLACE PAYMENTS INSIDE The Little School bag nor give to teachers.***
- A 30-day written notice is required for all students leaving the program during the school year. Tuition must be paid for those 30 days even if the student does not attend.

BREAKFAST BUNCH, LUNCH BUNCH, and ENRICHMENT LATE DISMISSAL

- Cash or check made payable to “AECC” is accepted for these 3 programs. Breakfast Bunch, Lunch Bunch, and Enrichment Late Dismissal payments are separate from tuition and cannot be electronically withdrawn.
- Credit is issued only if school office is notified of absence ***PRIOR*** to 7:30 a.m.
- Credit is issued if school is cancelled due to inclement weather.

LATE FEE

- \$25 late charge is assessed if tuition payments are not received in full by the 20th of the month.
- **Electronic withdrawal is mandatory** if payments are received late for two (2) consecutive months.
- Student is not allowed to return to The Little School if the tuition is not paid (electronically or via cash or check) for two (2) consecutive months.

RETURNED CHECK

- A \$30.00 fee per check is assessed for a returned check.

Signature indicates I am in agreement with The Little School's policies and payment indicated above.

Parent Signature

Date