

ASCENSION EARLY CHILDHOOD CENTER TUITION AND FEE POLICY INFORMATION

REGISTRATION/SUPPLY FEE

- This is a yearly **NON-REFUNDABLE** (per family) fee paid at the 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 for May tuition is due at the time of enrollment and is **non-refundable after April 1st**. Cash or check, only, is accepted for this payment.
- The 8 remaining payments are due on the 20th of the month: *September tuition is due August 20; October tuition is due September 20; November tuition is due October 20; December tuition is due November 20; January tuition is due December 20; February tuition is due January 20; March tuition is due February 20; April tuition is due March 20.*
- Payment options for these 8 include electronic withdrawal, cash, or a 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 and LUNCH BUNCH

- Two payment options are available for these 2 programs. “PAY WITH TUITION” option allows you to include payment with monthly tuition while saving \$4 per session. “PAY AS YOU GO” option requires 24 hours notice and payable via cash or check made payable to “AECC”. Electronic withdrawal is not available for “PAY AS YOU GO” option.

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.

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

Parent Signature

Date