

"FCP DOESN'T JUST TEACH, WE INSPIRE."

First Church Preschool Payment Policies

Payment Schedule

A $1,500 deposit fee for all 2- and 3-day programs or a $2,500 deposit fee for all 5-day programs, and a $70 application fee, all non-refundable, are due at the time of enrollment for all programs in order for a child to be considered officially enrolled and for a spot to be saved for that child. If registering more than one child per family, a deposit and application fee must be paid for each child being enrolled. If a family wishes to enroll a child at a point in time after the initial tuition installment payments become due, then an alternate payment schedule may be established with that family. Deposit and payment schedules for special programming, such as Lunch Bunch, Explorers Club, and Summer Programs, will be billed separately.

TUITION PAYMENT SCHEDULE 2027-2028

Monthly payments will begin starting February 1st, 2027 (or from the date you enroll after February 2027) and are due on the first of the month each month after unless an alternate payment plan has been approved by and established with the director and/or assistant director. All tuition will be paid in full by August 1st, 2027.

Enrollment

First Church Preschool begins an Open Enrollment period each October/November for the next school year's enrollment. Families wishing to enroll their child during that time must submit a completed application and the appropriate deposit and application fees. Open enrollment will be conducted on a first-come, first-served basis. Once the total amount of spaces available for a given program are accounted for, a family may request to have their name added to a waiting list. If a spot opens up in a program in which a wait-listed family wishes to enroll their child, the family must then submit the requisite deposit to secure the spot for their child. Families can apply through the link on our website. Once the application is received, families will be set up with a Brightwheel account. Deposit fees will be paid through Brightwheel by bank-to-bank transactions.

Refunds

All registration and deposit fees are strictly non-refundable. Tuition already paid will only be refunded if the child's spot is filled by another student. No adjustments or refunds will be made based on a child's absence, failure to continue, or withdrawal of a child from First Church Preschool.

Withdrawing A Child

Families must notify the director in writing if they will withdraw a child from enrollment at the preschool for any reason. If possible, the written notification of withdrawal should be submitted as soon as possible, and no later than two weeks before the anticipated date of withdrawal.

Discounts

First Church Preschool offers a tuition discount for families enrolling more than one child concurrently in our programming. Families will pay full tuition for the child enrolled in the program with the highest tuition and receive a 10% discount for each child thereafter enrolled in a program of equal or lesser value.

Children or grandchildren of current, active members of the First Congregational Church, our sponsor, will receive a 10% discount off the total tuition incurred. First Church Preschool must first receive written verification from the First Congregational Church that an enrolled child is indeed a child or grandchild of a current, active member before the discount will be applied. The parent or grandparent must be a current, active member at the time the child is enrolled to receive the discount. Families who qualify for the church member discount and who also have enrolled more than one child concurrently will receive a 10% discount off each enrolled child's tuition.

Children of currently employed preschool and church staff members receive a 25% tuition discount, and their grandchildren receive a 10% tuition discount. Preschool and church staff must be employed at the time their child is enrolled to receive the discount.

A discount of 5% may be applied if a family who has enrolled during our Open Enrollment period (beginning October/November) submits their entire tuition obligation for the school year on or before the due date of their first tuition installment payment (January 31). Families should request the discount before January 31st. If payment is not made in full by February 1, the discount will be revoked.

Late Payments

Families who find themselves unable to keep their payment schedule are encouraged to speak with the director and/or the assistant director as soon as possible so that a financial agreement can be worked out. Payment invoices will be sent out via Brightwheel in advance of when tuition installment payments are due.

Payments

Payments are to be made as bank-to-bank transactions via Brightwheel. Credit cards are not accepted. Families are encouraged to sign up for autopayments in Brightwheel.

Scholarships

Scholarships are available to families in need of partial tuition assistance. Applications must be submitted within 30 days of acceptance into the program. Individual scholarships are intended as one-time awards, but families may reapply for future academic years. Applications are reviewed by the preschool director and the preschool Governance Committee. Please contact the director for more information on how to apply.

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