**Tuition Policy and Parent Agreement**

Tuition is computed on a yearly basis and divided into nine equal payments. Therefore, please note that while the number of class days each month will vary, the monthly tuition fee remains the same.

Prompt tuition payment is essential to the continued operation of the school, the services and Christian message it delivers. Please, make this tuition payment a part of your regular monthly budget. You are welcome to pay ahead several months at a time or even for the whole year. Early payments are always welcomed! **One month’s notice is required when withdrawing from Little Lamb Preschool. To stop payments proper notification must be given.**

Tuition is paid through our Blackbaud Tuition Management System

At Little Lamb Preschool we pay tuition one month in advance. Our first payment is due on July 1 the remaining payments will be collected September-April. No payment will be taken in August or May.

All tuition will be paid online using our tuition management system Blackbaud**.**

Tuition in Blackbaud is set up (Estimated June 2023):

* First month’s tuition, **will be paid July**

If registering after that date, your first month tuition is due upon registration.

* September-May: **Due the 1st of the month.**

Late Tuition Payments:

* The following will occur if payment is not received by the 1st of the month.
	+ You will receive a written reminder, via email, from our tuition management system.
	+ A $40 late fee will accrue on the 15th day of the month.
* The LLP Board of Directors reserves the right to change terms and conditions of future payments and/or deny enrollment due to delinquent payments.

**Monthly tuition for this school year is**

**$150 for T/T Beginners**

**$185 for all Pre-K’s**

**$190 for 3 Session Beginners,**

**$255 for Young 5’s.**

**$185 for Extended Day (lunch included) Spring semester only**

There is a $10 monthly reduction in tuition for the second child within the same family, and $15 reduction for the third.

**Please speak with the director immediately if you are aware that you will have a problem making a monthly tuition payment.** If circumstances arise during the school year - which will make paying tuition a financial hardship, you may apply for a church sponsored scholarship to help with a portion of the tuition. Qualification for tuition scholarship will be based upon the sliding scale used by the US Government in determining participants in the Federal Free Lunch Program. Please see the director for information.

I have read, understand and agree to the terms of the tuition policy. I agree to pay the monthly tuition amount as outlined above.

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(Parent Signature) (Date)