



## **FINANCIAL POLICIES**

Discovery Days Preschool receives income solely from tuition and fees. Our budget requirements necessitate timely and complete payment of each family's tuition and fees. We create our annual budget and hiring plans based on the days of enrollment that each family requests. A description of our fees and policies follows:

### **Payment Options**

Our preference is for families to pay fees and tuition using Brightwheel.

### **Families may pay by**

1. Electronic bank transfer/automatic bank withdraw (ACH) from checking account (via Brightwheel)
2. Automatic charge to a major credit card/debit card (via Brightwheel)
3. Check

We are unable to accept cash payments. We are unable to process a payment over the phone.

### **Registration Fee**

The registration fee for the Academic Year is \$150 per child and is non-refundable. The registration fee for the Summer Splash session is \$50 per child and is non-refundable. The registration fee is due with each application. The registration period for current families begins in February. After 1 week, registration will be open to the public to enroll.

### **Supply Fee**

The Academic Supply fee is \$55 and is due August 10th and January 10th per child. Families enrolled in Summer Splash will incur a \$35 supply fee due on June 10th for each child. The fee covers semester supplies for each child.

### **Academic Year Tuition Deposit**

A tuition deposit is required to secure enrollment. The tuition deposit consists of a full tuition payment for the month of May of the following year. Your child's placement in DDP is secured once the registration fee and the tuition deposit are received. Unless alternate payment plans are made with the Director, the tuition deposit is due by May 10<sup>th</sup>. If payment is not received by the 10<sup>th</sup>, we will assume your child will not be attending and reserve the right to fill your child's space.

### **Academic Tuition Deposit Refund**

The tuition deposit is refundable in full with a written request received by the school on or before June 10<sup>th</sup>, 50% refundable upon written request received by the school on or before July 10<sup>th</sup>, with no refund available after July 10<sup>th</sup>.

### **Summer Splash Tuition Deposit**

A tuition deposit is required to secure enrollment. The tuition deposit consists of a full tuition payment for the month of July. Your child's placement in Summer Splash is secured once the registration fee and the tuition deposit are received. Unless alternate payment plans are made with the Director, the tuition deposit is due by March 10th. If payment is not received by March 10th, we will assume your child will not be attending and reserve the right to fill your child's space. Tuition deposits and registration fees are non-refundable.

### **Tuition Payments**

Annual tuition is based on the number of days enrolled. For the convenience of parents, the annual tuition is divided into 9 equal payments to cover Sept. – May. (August tuition will be based on the number of days enrolled.) Tuition invoices are sent out on the first day of each month and due by the 10th. There are no refunds for temporary absences due to illness,

vacation, accidents, etc. Cancellations or delayed openings due to inclement weather will correspond with HISD cancellations and will not be made up, nor will there be a refund for such cancellations or delays.

**Payment Delinquency**

A \$25 late fee will be applied to accounts with unpaid balances by the 10<sup>th</sup> of each month. Children with a balance not paid in full by the 15<sup>th</sup> of the month (and without a prior payment arrangement) will be suspended until payment has been made. If the balance is not paid by the last day of the month and no payment arrangement has been made, the child will lose their enrollment status and be placed on the waiting list. The child may re-enroll, if a spot is available, at a later date by paying the registration fee and balance due.

**Withdrawal of a Child**

After the beginning of the year, should unforeseen circumstances arise, and it becomes necessary to withdraw a child, parents must provide the director with 30 days written notice of withdrawal and shall be liable for tuition for a period of 30 days from the date the notice is given to the school.

**Termination Policy**

While this rarely occurs, as outlined in the Parent Handbook, we reserve the right to terminate the enrollment of children in our program. In the event this happens, the last month's deposit payment is refundable. In order to receive the refund, all current balances must be paid in full.

**Late Charges for Picking up**

A \$10 late fee will be assessed when parents are more than 5 minutes late. This applies for both 1:00PM & 3:00PM pick-up times. At 1:05, all children will be transferred to the extended day nap room. At 3:05, children remaining in our care will either remain with the extended care teacher or will be in the care of a member of our office staff until a parent arrives. In addition to the \$10 late fee, parents who are more than 5 minutes past their 3:05 pick-up time will incur a \$1 per minute fee. Late charges will be invoiced immediately to your Brightwheel account and due within 24 hours.