

PRESCHOOL

Financial Policy

The Preucil School of Music is a non-profit, tax-exempt organization and attempts to keep its fees as low as possible. Your cooperation with the following policies will insure efficient business procedures at minimum cost.

1. The placement fee is non-refundable and is not applicable to any other fee. Withdrawals from the placement list will not be refunded. Children must be *toilet-trained* in order to be placed in a preschool class.

2. **Enrollment:**

Academic Year Preschool: Enrollment must be made for the academic year. Tuition is based on the full academic year of nine months. Tuition is divided into nine equal payments. A non-refundable deposit and a signed letter of intent are required to reserve a spot for Academic Year Preschool. This deposit will be applied toward payment of the last month's (May) preschool tuition. A signed contract and the balance of the May payment are due by June 15th, preceding enrollment. The last month's tuition payment is non-refundable. September tuition is due by September 1st; each succeeding month's tuition is due by the 1st. Direct Deposits payments will be taken out on the 10th of each month. *There are no monthly statements sent by the School. Please note when tuition is due and pay by mail, by arranging for a direct debit of your bank account or in person at the office or school deposit box.* A \$15 late fee will be assessed if your payment is received after the 10th of the month. A \$20 service charge will be assessed for each returned check.

3. Once you have contracted for a Preschool Session for your student, that contract must be paid in full for the child to be eligible for enrollment in Preschool in the following academic year. Students who were enrolled for the academic year preceding the summer session are exempted from this requirement.
4. You may not skip tuition payments or make adjustments for the days, weeks or months in which your child is not in attendance.
5. If your account is over 30 days past due, the school will fill your child's position. You may re-enroll if the vacancy has not been filled. **If a financial emergency arises, please contact the Preschool Director to discuss the situation.*
6. Each student must pay a registration fee when they reserve a spot for Preschool. This annual fee is paid once per year; the year begins August 1.
7. Tuition is DUE IN THE OFFICE, THE FIRST DAY OF CLASS IN THE FALL AND THE FIRST DAY OF EACH MONTH FROM OCTOBER THROUGH APRIL. There are no monthly statements sent by the School. Please note when tuition is due and pay by mail, in person at the office or a school deposit box, or by arranging to have your regular monthly payments directly debited from your bank account. *We do not accept credit cards.*

Cancellations or Delays

"Snow Days" and delays due to inclement weather will correspond with the Iowa City Public Schools cancellations and delays and will not be made up, nor will there be a refund for such cancellations or delays.

Cancellations due to Covid outbreaks or concerns may occur. We will work under the guidance of public health officials as well as consider information from doctors and scientists. These days will not be made up nor will there be a refund. Efforts will be made to provide virtual activities.

Discontinuance Policy

If discontinuance is unavoidable, Preucil School will accept withdrawal if the following requirements have been met:

1. Consultation with the Preschool director.
2. Completion of the Preschool Discontinuance Form, available in the office.
3. Account is paid in full to date.
4. If a student leaves before the start of a preschool session, the \$100 deposit paid to hold a spot is not refundable; tuition paid in excess of the deposit is refundable if the spot is filled.
5. If a student leaves during the summer session, tuition is not refundable.
6. If a student leaves during the academic year, the last month's deposit payment is not refundable. Students who leave during the academic year may use the deposit as the last month's tuition payment *only if their spot is filled immediately upon their discontinuance*