

Policy for Collections of Preschool Fees

1. Your annual Preschool Fees will be added to your account with the FACTS Tuition Management company based on your signed contract for all days when school is in session. Non-school days (Christmas and spring breaks, teacher in service days and parent/teacher conferences) have already been deducted from your yearly costs. No credits will be given for days due to absences for periodic illnesses of the child (long-term illness exempt), family vacations, or other instances where family members may elect to take the child out of scheduled wrap around days. Should you choose to change your contracted days, a new contract will be issued and the amount owed on your FACTS account will be changed .
2. Parents may access their FACTS accounts at any time for information about fees, remaining balances, or other pertinent information. See attached letter.
4. If the account of choice does not have enough money in the account to cover withdrawal for the Preschool payment, an email is sent to the family notifying them of the return payment information, and a fee of \$30 may be assessed to the family's bank account. The school is notified of the non-payment. A second attempt is made within 10 days. If payment cannot be collected within 30 days, the school will be notified.
5. The FACTS Tuition Management company and St. Mary School work together in making sure that all fees can be collected in a timely manner. Should any account become uncollectible for 60 days, your child will not be allowed to attend the Preschool program until the account is brought up to date.
6. Should St. Mary School choose to send the family to collections for non-payment of fees, all costs incurred for collections will be passed on to the family.
7. All fees dated prior to December 31 must be paid in full in order for their children to attend the second semester.
8. Families must be paid in full to attend childcare the following year of school.
9. Any outstanding balances at the end of the first or second semester will result in the holding of report cards for siblings at St. Mary's K-8 until the balance is paid.

I _____ have read the above policy and agree to its terms.
Parent Name (Please print)

Parent Signature

Date