

## St. John's Pre-School Payment Policy

The payment policy for St. John's Pre-School classes for the 2022-2023 school year is as follows:

- We **do not** charge for days we are not in session due to calendar holidays, teacher in-service days and parent –teacher conferences.
- We **do** charge for days a child is absent due to illness, personal vacation and weather cancellations.
- Tuition invoices are sent monthly through FACTS.
- Tuition payments are due the fifth day of each calendar month unless other arrangements have been made.
- Tuition can be paid by cash, check, card (fees are applied for transaction)/ACH through FACTS. If you are paying with cash or check, please place payment in an envelope that is labeled with the students' name and teacher and put it in the drop-box located outside of the office door. If you are paying with credit card/ACH, you may do so through FACTS.
- Checks should be made payable to **St. John's Pre-School**.
- Tuition is all inclusive; covering project supplies, etc. With the exception being field trip admission fees plus any bus fees for these trips.

### Tuition for 2022-2023 and Program Options

Monday-Friday- full day Pre-K (age 4 by August) 8:00am-2:30pm..... \$3,357/year

M-W-F full days Pre-K (age 4 by August) 8:00am-2:30pm..... \$2,115/year

M-W-F half days Pre-K (age 4 by August) 8:00am-11:15..... \$1,359/year

Tuesday – Thursday half days (age 3 by August) 8:00am – 11:15am... \$909/year

Latchkey is available each morning beginning at 7:15am for \$3/day.

Latchkey is available after school for full day preschool students on MWF and Monday-Friday for 5-day Pre-K students @ \$3/day from 2:30-3:30pm. Latch key fees are to be paid separately from tuition. Latchkey fees will be invoiced through the Procure App. You can pay latchkey fees by cash, check or card/ACH through the Procure App.

If you have any questions please call the St. John's business manager, Jane Keirns, at the Ministry Center, 419-695-4050 or the Pre-School office at 419-692-9806.

**\*\*\*\*\*Fees are subject to change by the Parish Business Office**