

HOLY FAMILY PRESCHOOL PROGRAM, TUITION & FEES 2018-2019

<u>PROGRAMS AND TUITION</u>	<u>TIME</u>	<u>DAY</u>	<u>TUITION</u>
Three Year Old 2 day	8:30 - 11:00	Tuesday & Thursday	\$1,250
Four Year Old 3 day	8:15 - 11:30	Monday, Wednesday, Friday	\$1,560
Four Year Old Full day	8:10 – 2:45	Monday-Friday	\$4,265

REGISTRATION - \$50 per student

Currently Enrolled Students – Priority registration begins Wednesday, January 2, 2018.

New Students – Registration begins at Open House from 10 a.m. - 1 p.m. on Sunday, January 27, 2019.

TUITION & FEES:

Collected using online-web based FACTS Management Program. Tuition is charged and invoiced on FACTS in June. Additional fees are charged and invoiced throughout the school year.

TUITION PAYMENT PLANS Available

Each Family may select one (1) payment plan option, options may not be combined.

- **Annually** – One (1) payment due July 2018. Discount 5% Net Tuition*
- **Semi-Annually** – Two (2) payments due August 2018 and January 2019*
- **Quarterly** – Four (4) payments due on or before July 2018, October 2018, January 2019, April 2019*
- **Monthly** – Ten (10) payments due August 2018–May 2019*

*Students registering after June 15, due date is determined by payment plan and date selected in FACTS.

PAYMENT DATE – Each family may select one (1) payment due date; 5th, 15th, 20th

PAYMENT OPTIONS – Online, By Phone, and Postal Mail

PAYMENT METHOD – Automatic (ACH), Check, or Credit Card** (MasterCard, Discover, American Express)
**2.5% processing fee

FACTS Website: <https://online.factsmgmt.com>

Pay by phone: 1-866-441-4637 (Include your account # and/or Invoice # on all payments)

Payment mailing address: FACTS Management Company, P.O. Box 2597 Omaha, NE 68103-2597

OTHER FEES

Snack Fee – Each family contributes to a fund to cover the cost of snacks. Fee will be collected by the Preschool Staff.

Field Trips – The cost of any Field Trip is collected for each child. Transportation is provided by the parent.

Lunch Bunch - “Special Lunch Hour” 11:30–12:30 with classmates immediately following dismissal \$6.00 each occurrence. Students bring their own lunch. Preschool Staff will schedule.

Late Pick-up Fee - \$5.00 for each 5 minute increment after dismissal time. Fee will be charged to your FACTS account.

Cash Card Program - Each Non-School family is to earn a minimum of \$85 Rebate (Profit) in our year-round Gift Card Fundraising Program to benefit the School. A Welcome Packet of information with a Login and temporary password to the online program www.ShopWithScrip.com will be provided to each new family after registration.

To Register as a New Student for 2018-2019 complete in the following order:

1. Go to our website and click on Admissions. Next click on Online Admission. Create an account and complete the online application. You will receive an email from Mrs. Kristine Porter, Advancement Director, with instruction on how to complete the enrollment packet online
2. Payment of the registration fee is also done online. The Online Application is \$25 and the Enrollment Packet is \$25. All payment re made through FACTS, a tuition management program. You will be able to Select Tuition payment preferences, and Pay Non Refundable Registration Fee.

For additional information on Tuition, or Fees, contact our Business Manager, Trish Scherr, 610-759-0870 or email: scherrt@holyfamily-edu.org

PROGRAM, TUITION & FEES POLICY

- Current students register during priority registration.
- New Student enrollment spot in each program is prioritized in the following order: Siblings of current students (PK-8), Parishioners, attend HFS K-8, Non-Parishioners.
- For enrollment in the 3 year program, child must be 3 years old by October 15, 2018.
- For enrollment in the 4 year program, child must be 4 years old by October 15, 2018.
- For enrollment in Kindergarten, child must be 5 years old by October 15, 2018
- Children must be potty trained by the first day, no pull-ups permitted.
- Holy Family reserves the right to cancel a preschool class that is less than three-fourths enrolled by May 1.

TUITION & INCIDENTAL FEES

1. Tuition & Incidental fees are invoiced and paid according to the options you have selected on FACTS Management Program.
2. New Families: FACTS will email responsible party the instructions to set up access to the FACTS website, set up a username and password, and select a payment plan and method. Charges will be invoiced after this is completed.
3. Incidental Fees (eg. Lunch Bunch) occur throughout the school year and due date will be, in most cases, the 20th of the month.

ADDITIONAL INFORMATION

1. If payment due date falls on a non-banking day, the due date is business day prior except ACH payment is the next business day.
2. **Late Fee** of \$30 will be assessed on your FACTS account on the 1st of each month for any missed payment due date.
3. **Returned Payments** will be assessed a \$30 fee on your FACTS account for each attempt.
4. Avoid Late and Return Fees- due dates can be changed with 4 business days' notice by contacting FACTS, or our Business Manager, Trish Scherr, email scherrt@holyfamily.edu or call 610-759-0870.
5. Discrepancies or disputed charges on your FACTS account or Statement should be resolved prior to their Due Date.
6. Students with any past due or delinquency of 30 days during the school term may not attend lunch bunch, field trips, or any preschool extracurricular activity while account is delinquent. Delinquency of 60 days, may not attend class until account is current. Delinquency of 90 days will not remain enrolled.
7. All financial obligations must be met, regardless of FACTS due date, to receive certificate, report card, attend celebration, or to qualify for scholarship or aid awards for HFS for the next term.
8. Certificate or Report card will be held for any unpaid balance will be mailed five (5) business days after payment is received.
9. There is no multi-child discount or family rate available toward Preschool Tuition.
10. The FACTS account will roll over automatically year to year.

CASH CARD PROGRAM (CCP) – coordinator email: hfcc@holyfamily.edu

1. Year round fundraiser in which families purchase gift cards for their everyday purchases such as groceries, gasoline, prescriptions. Holy Family purchases these at a discount and resells them for face value. The difference is the rebate (profit).
2. Each new family will receive a welcome packet with access information to www.ShopwithScrip.com online ordering program to place orders, pay-online (PrestoPay), view account information, reset login information, order history, and rebate totals.
3. Each Family must complete a Participation Agreement designating 100% of their rebate to Preschool tuition fulfillment. This agreement continues year to year unless replaced by another. If you have children in School, only need to meet the school requirement (\$250). If you have children in the PREP program, only need to meet the Preschool requirement (\$85).
4. Minimum rebate (profit) of \$85 during period June 1 through May 31. This includes transfer rebates, see #8.
5. Statement of year-to-date totals on CCP will be emailed to each family; October, January, March, and weekly in May, until it has been met.
6. Payment of opt out and shortfall must be paid prior to last week of preschool. No grace period.
7. Students with any remaining Cash Card Rebate as of last week of preschool will be charged on FACTS and must be paid, regardless of FACTS due date, prior to the last day of class
8. Families may opt out monetarily for \$85, or the rebate shortfall. Submit check payable to HFS prior to last school day in May.
9. Friends, Family, Businesses, co-workers, & neighbor may transfer their rebates to help by providing a participation agreement designating 100% of their rebate to your family tuition fulfillment. The agreement remains in effect year to year until replaced.
10. All financial obligations must be met before a family qualifies for cash card program monetary rewards, awards or incentives.

STUDENT TRANSFERS/WITHDRAW

1. The Preschool Teacher should be notified in writing of any student that is withdrawing or will not be returning the next term.
2. If a child attends at least one day in a month, the entire month's tuition is charged.
3. Tuition is calculated based on 9 month academic year.
4. Cash Card Program requirements are prorated for months attended.
5. If there is a Tuition or Fee adjustment needed, it will be made on the FACTS account. If there is a refund due it will be issued by check and mailed to the FACTS Primary Account Holder.
6. No refunds on withdraws after March 30th.