

HOLY FAMILY PRESCHOOL

TUITION, FEES & PAYMENT OPTIONS

2021-2022

PROGRAM	TIME	DAY	TUITION	MONTHLY (x10)
Four Year Old-Full day	8:10 – 2:45	Monday-Friday	\$4,345	\$434.50

TUITION & FEES:

Tuition and Fees are collected using online-web based FACTS Management Program. Tuition is charged on FACTS by June. Additional fees may be charged and invoiced throughout the school year.

TUITION PAYMENT PLANS

Each family may select one (1) payment plan option from the following, options may not be combined.

- **Annually** – One (1) payment due July 2021*. Discount 5% off the 1st Child Net Tuition
- **Semi-Annually** – Two (2) payments due August 2021 and January 2022*
- **Quarterly** – Four (4) payments due July 2021, October 2021, January 2022 and April 2022*
- **Monthly** – Ten (10) payments due August 2021– May 2022*

*Students registering after June 15, 1st payment is due before 1st day of school.

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://factsmgt.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

STEPS TO COMPLETE REGISTRATION FOR 2021-2022:

1. Current Students start at #6, New Students continue to #2.
2. Go online to www.holyfamilynazareth.com and complete the Online Application under the Admissions tab.
3. The New Student Online Application Fee is \$25 (non-refundable).
4. Upload baptism certificate and birth certificate or return these to the office.
5. Once records have been reviewed and acceptance is granted, then you will receive an email with instructions on how to complete the Enrollment Packet online through FACT ParentsWeb Family Portal.
6. Go on Parent portal; click on enroll/reenroll, current information will be populated, fill in new information, review & update.
7. As part of the Enrollment Packet, you will select your payment plan for Tuition and Incidental Fees.
8. The New Student Enrollment/Registration Fee is \$25 (non-Refundable), Current Students \$50.

OTHER FEES

Incidental fees are billed on FACTS separately throughout the school year. Due date will be, in most cases, the 20th of the month. We will make every effort to keep this consistent.

Snack Fee – During Covid-19 restriction, students will provide their own snacks and Lunch. When restriction end, Snacks will be provided. Each family contributes to a fund to cover the cost of snacks. Annual Fee \$125 will be charged with Tuition and due on or before 9/20/21. Fee will be prorated if Covid Restriction allows anytime during the school year.

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

Fun Run - Each student is responsible to sell 10 raffle tickets for \$10 each for our annual Fun Run fundraiser. Any unsold tickets will be billed to your FACTS account.

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 - Support and participate in the Cash Card Program, a year round gift card fundraiser. As gift cards are purchased rebate is earned. Your rebates are totaled quarterly and 50% will be credited on your tuition balance and 50% will benefit the school. Cash Card Fundraising amount of \$400. The fee is charged on FACTS with Tuition. See page 2 for more information.

For additional information, contact our Advancement Director, Mrs. Lauri Catena 610-759-5642 x-133 email: catenal@holyfamily-edu.org.

PROGRAM, TUITION & FEES POLICY

- 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.
- Class Maximum during Covid-19 is 12 students, ratio 6:1. We have a waitlist for students wanting to be contacted if a spot or class becomes available.
- Each class has 2 staff, Teacher and Aide.
- For enrollment in the 4 year program, child must be 4 years old by October 15, 2021.
- For enrollment in Kindergarten, child must be 5 years old by October 15, 2021.
- 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.

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

1. Year round fundraiser in which families purchase gift cards for their everyday purchases such as groceries, fuel, prescriptions, dining/takeout, clothing, home project supplies, etc. 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 the RaiseRight App and www.ShopwithScrip.com to place orders, pay-online, view account information, reset login information, view order history, and rebate totals.
3. Each Family must complete a Participation Agreement Form (PAF) designating 100% of their rebate to School tuition fulfillment and uploaded during the registration process. This agreement continues year to year unless replaced by another.
4. \$400 Cash Card Fundraising charge is applied to tuition at the beginning of the school year. All rebates earned are shared with the family, 50% to tuition, and 50% to the school.
5. School families that have children in Preschool and/or PREP only need to meet the school requirement.
6. Immediate and extended family, friends, businesses, co-workers & neighbors may designate their rebates to credit your tuition by providing a Participation Agreement Form (PAF). The agreement remains in effect year to year until replaced.
7. Tuition credits will be issued on FACTS quarterly; August, November, February and May.

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 by emailing Sandy Miller, millers@holyfamily-edu.org with 4 business days' notice.
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 during the school term may not attend lunch bunch, field trips, or any preschool extracurricular activity while account is delinquent. Delinquency of 60 days or more, may not attend class until account is current. Delinquency of 90 days or more 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.

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 (Sept-May).
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 after all school property has been returned.
6. No refunds on withdraws after March 30th.