

# MARQUETTE MANOR BAPTIST ACADEMY AND CHRISTIAN PRESCHOOL

333 75<sup>th</sup> Street | Downers Grove, Illinois 60516  
(630) 964-5363 | www.marquettepreschool.com

## 2023-2024 Financial Information K5/Preschool/Childcare

### Enrollment Fee (includes books and supplies) (nonrefundable):

#### Early Enrollment (current students only):

For students re-enrolling by March 31, 2023 ..... \$200.00 per student

#### Current and New Students:

For students enrolling by June 1, 2023..... \$225.00 per student

For students enrolling by July 31, 2023 ..... \$250.00 per student

For students enrolling after July 31, 2023 ..... \$275.00 per student

### Tuition (school program only) (ten-installment plan, August-May):

Three-Day Preschool (8:30-11:25 AM)..... \$303.00 per child per installment

Five-Day Preschool (8:30-11:25 AM)..... \$486.00 per child per installment

Five-Day Kindergarten (8:00-NOON)..... \$486.00 per child per installment

**Kindergarten (K5) Graduation Fee:** ..... \$40.00 per child

### Childcare Options:

These charges are added to the regular tuition and paid in ten installments, August-May. Lunch and snacks are included in this fee. Children in Kindergarten may choose 3 or 5 days of childcare.

Three days (3:00 PM pick-up) ..... \$267.00 per installment

Three days (4:30 PM pick-up) ..... \$311.00 per installment

Three days (6:00 PM pick-up) ..... \$352.00 per installment

Five days (3:00 PM pick-up) ..... \$352.00 per installment

Five days (4:30 PM pick-up) ..... \$450.00 per installment

Five days (6:00 PM pick-up) ..... \$546.00 per installment

### Please Note:

- Before 6:00 PM a charge of \$6.00 per hour will be assessed for each child who is not picked up on time. Childcare is not provided after 6:00 PM. Children who have not been picked up by 6:01 PM will be charged \$6.00 for every 15 minutes until they have been picked up. After the 5<sup>th</sup> occurrence, rates will be increased to \$10.00 per quarter hour and \$15.00 per quarter hour after the 10<sup>th</sup> occurrence. A \$35.00 charge applies to all childcare plan changes after July 15<sup>th</sup>.
- Unless other arrangements have been made, students who utilize childcare ten or more times in a given month will be billed on the installment plan for that month and the remaining months of the school year.
- Children who are enrolled in the three-day-a-week program may not switch days. Attending school/childcare on a non-scheduled day will result in a per hour charge for the day.

SEE REVERSE

## FINANCIAL POLICIES

**GENERAL POLICY:** Tuition rates are based on the school year, *not the number of school days*. Rates remain the same whether there is a holiday, your child is sick, for days off (whether scheduled or non-scheduled), or for family vacations. There are no financial adjustments. All accounts must be current before registration will be accepted for the next school year.

**PAYMENTS:** The yearly tuition and fees are divided evenly into ten installments, beginning in August (*due August 1*) and ending in May. A billing invoice will be emailed to you before the end of each month. Acceptable forms of payment are direct bank payment via ACH (preferred method of payment), check, cash, money order, Visa, or MasterCard. All payments made by debit/credit card will be assessed a 3% nonrefundable service fee on the balance due, which will be added to the invoice. If paying by cash or check, you may mail your payment or place it in the tuition drop box outside the Business Office door.

**LATE PAYMENTS:** All payments are due on the 1<sup>st</sup> of each month. Accounts will be assessed a \$10.00 fee, or a 1.5% penalty on the balance due, whichever is greater for payments received after the 15<sup>th</sup> of the month. If a payment is not received by the last day of the month, the student(s) will not be permitted to attend class until arrangements are made with the Business Office. There will be a \$25.00 fee assessed for non-sufficient fund checks.

**NONREFUNDABLE CHARGES:** Tuition (for that installment) and enrollment fees are not refundable.

**DELINQUENT ACCOUNTS:** School records and report cards may be withheld until tuition and fees are paid.

**WITHDRAWAL:** The Preschool/Childcare Office must be notified in writing by the 15<sup>th</sup> of the month prior to withdrawal. *Please state the date of notification, date of withdrawal, and reason for withdrawal.* Students attending one or more days of any month will pay that month's installment. Whether the student voluntarily withdraws or is requested to withdraw by the administration, no refund of the enrollment, tuition, or childcare fees will be given. Please note: Students may not voluntarily withdraw the last month of school.

**EXTENDED CHILDCARE LEAVE POLICY:** Any absence of less than four consecutive weeks is paid as usual. **For a leave of four consecutive weeks, the Childcare Supervisor must be notified in writing two weeks before the desired last school day.** Tuition for the preschool hours must be paid during this absence. Childcare fees will only be waived in increments of four consecutive weeks. Promotion to 1<sup>st</sup> grade will be jeopardized for kindergarten children who have been absent more than 25 days.

**SCHEDULE CHANGE:** All children may change childcare schedules by notifying the Academy Office (630-964-5363, ext. 102). K3 and K4 students may switch school days from 3 to 5 days, or 5 to 3 days. Children in grades K5 – 6 may not choose 3 days of school. A \$35.00 charge applies to all changes after July 15<sup>th</sup>.