

Tuition Payment Policy

Families enrolled at Edina Morningside Preschool will be notified at the time of registration of the tuition payment schedule. Families will be required to submit the first tuition payment by June 1st prior to the school year their child(ren) is enrolled in. The second tuition payment will be collected in September, during home visits. Families will receive a monthly statement showing tuition due and payments received.

If a family needs to withdraw their child(ren) before the new school year starts, this is the breakdown of how much the refund will be (with exception of the non-refundable registration fee):

- Notified by May 31 → Families will be refunded 100%
- Notified June 1 - 30 → Families will be refunded 75%
- Notified July 1 - 31 → Families will be refunded 50%
- Notified August 1 or after → Families will be refunded 0%

Once school begins, Edina Morningside Preschool requires 1 month paid notice if a child is leaving the program.

Tuition Payment Schedule

- June 1: Tuition Payment #1 Due
- September Home Visit: Tuition Payment #2 and Field Trip Fee Due
- October 10: Tuition Payment #3 Due
- November 10: Tuition Payment #4 Due
- December 10: Tuition Payment #5 Due
- January 10: Tuition Payment #6 Due
- February 10: Tuition Payment #7 Due
- March 10: Tuition Payment #8 Due
- April 10: Tuition Payment #9 Due
- May 10: Any Outstanding Balance Due

Late Payment Policy

Parents of Edina Morningside Preschool agree to pay tuition for their child when a registration form is turned in to the Directors. Families will receive a monthly statement showing tuition due and payments received. Tuition payments are due by the 10th of each month. Prompt payment of tuition is necessary to ensure that the preschool can continue to function. If a payment is not received by the 10th of the month, a \$30 late fee will be added to the family's statement. Two months of unpaid tuition will result in suspension for preschool care, until full payment is received. Parents should contact the Director about changes in tuition payments as soon as possible.

I have read and agree to the above policies:

Name: _____

Signature: _____ Date: _____