



DERRY PRESCHOOL TUITION POLICY & INFORMATION

Please keep this form for your reference, it contains important information.

Tuition payments are due the 5th of each month and must be placed in the tuition drop box located at Parents' Place or mailed to the following address: Derry Preschool, P.O. Box 123, Hershey, PA 17033.
 Payments made after the 5th of each month will incur a \$25 service/late fee.

Tuition Fees:

2-Year Old \$67/month 2 classes=\$134	Pre-3s \$123/month	3-Year Old \$133/month	4-Year Old \$180/month	5-Year Old \$225/month	5-Year Old With extended day \$315/month
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Registration:

- This registration form must be accompanied with a non-refundable registration fee of **\$45.00** (\$25 for each additional child & \$25.00 for the 2-year old Playgroup) and placed in the tuition drop box located at Parents' Place or mailed to the address above.
- A **non-refundable security deposit** of one full month's tuition is due no later than June 5, 2018 (see amounts above) to secure your child's place for the upcoming school year.
- This security deposit will be applied as the last month's (May's) tuition for the school year.
- This non-refundable security deposit may be included with the registration form and fee check.
- If this non-refundable security deposit payment is postmarked after June 5th, an additional \$25 service fee will apply to anyone that has registered prior to June 5, 2018.
- If registration is completed *after* June 5, 2018, a non-refundable full month's tuition is due within 15 days of acceptance of this form. Payment after the 15 days will incur additional service fees.
- Tuition paid in full by June 5, 2018 will receive a 5% discount. This discount is not applicable to students who are registered after June 5th. You cannot combine the 3% sibling discount and the 5% paid in full discount for your youngest child.

Payments:

- In addition to the security deposit that is applied to the last month's (May's) tuition; everyone is required to pay September's tuition on or before September 5, 2018.
- Each payment **must be postmarked on or before the 5th of each month or left in the tuition drop box.** Payments not received by the 5th of the month will result in a \$25 service/late fee.
- If the account is more than one month in arrears then a \$50 service fee is required and will be cause for suspension of the child unless a payment arrangement is made.
- Tuition is non-refundable upon a child's withdrawal from the school. No tuition rebate will be granted for temporary withdrawal. This stipulation is necessary in view of the nature of the school's financial commitments.
- The parent or guardian agrees to notify the registrar via email of a child's withdrawal from the school before the first of any month in question or be responsible for the full month's tuition.
- To assist in making timely payments, please consider automatic bill payment plans through your financial banking institution.
- Postings of payments received will always be applied to any arrearage that may have occurred.

Payment Schedule:

1 st Payment: June 5, 2018 *Security Deposit Due (applied to the last month (MAY) of 2018-2019 school year)	
2 nd Payment: September 5, 2018	6 th Payment: January 5, 2019
3 rd Payment: October 5, 2018	7 th Payment: February 5, 2019
4 th Payment: November 5, 2018	8 th Payment: March 5, 2019
5 th Payment: December 5, 2018	9 th Payment: April 5, 2019

For any questions regarding your tuition payment, please contact the Derry Preschool office at 717-533-1488 or email us at derrypreschool@gmail.com