



OUR LADY OF GUADALUPE PRESCHOOL
2017-2018 TUITION & FEE SCHEDULE

5 full days (7:00 AM-6:00 PM).....\$870.00/month

5 half days (7:00 AM – 1:00 PM) \$620.00/month

Tuition will be collected via SMART Tuition Management Company on the 1st of each month, August- August. Most Fees will also be collected via SMART Tuition to reduce administrative costs and conserve paper. Families who pay their tuition in full directly to the preschool by August 30th may receive a 3% tuition discount.

Enrollment in the preschool program is on a 12-month basis. All fees are non-refundable; this includes the Registration Fee, Monthly Tuition, and Fundraising Fees. In the event you choose to terminate enrollment at OLG Preschool, a **30 day written notice is required before you are released from the monthly tuition obligation.**

FEE SCHEDULE

Re-Enrollment fee

Families who are currently enrolled at OLG preschool: A non-refundable re-enrollment fee of \$200 is due on April 15. This will secure your child’s space for the 2016-2017 school year. This fee helps cover yearbook fees, student insurance, book fees, and art supplies. This fee is automatically collected via SMART tuition.

Late Fees apply if the tuition is not received by the 5th of each month. Late fees are 10% of the owed balance, assessed monthly unless there is a monetary arrangement with the Director prior to the 1st of the month. ***After 10 days, your child’s continued enrollment is in jeopardy!***

Returned Check Fees

A \$25.00 returned check fee will be assessed by SMART for any tuition checks returned unpaid by your bank. If your automatic tuition deduction is declined by your bank a fee of \$20 will be assessed to your account. This might result in multiple fees being assessed to your account. OLG will charge a \$25.00 returned check fee for all other checks written to the school.

Parent Fundraising Responsibilities

Tuition alone does not cover the total cost of your child’s education; therefore, every family is required to fulfill the following:

- Participate in the Trike-A-Thon by generating and collecting at least \$60 in pledges.
- Participate in the SCRIP PROGRAM at a minimum level of \$100.00 profit or buy out
 - ******(Big school families are exempt from this obligation)
- Buy or sell \$50.00 in Hawaii Raffle
 - ******(Big school families exempt from this obligation)

ADDITIONAL FEES

Extended Care

Half-day student in need of extended care (subject to availability) please see the Director. Fee for occasional extra hour use is \$10.00/hour.

Late Pick Up

Parents/ guardians are expected to pick up their child promptly at the end of the school day, by 1P.M./6 P.M.

- 1:01 PM -1:05 PM: \$10.00 late pickup fee
- 6:01 PM – 6:05 PM: \$10.00 late pickup fee.

After that period, there is a \$10.00 late fee for every 5 minutes or increment thereof.

The fulfillment of these financial responsibilities, along with your child’s academic progress and discipline record, are considerations for your child’s re-admission for the following school year.

I have read and understand the tuition rate sheet for the Preschool Program at OLG. We the parent(s) of _____, understand and commit to follow the fee schedule for 2017-2018 school year as outlined above. We understand that communication with the Director is the best way to deal with any question/concerns.

Parent(s) Signature(s)

Date

Please sign and return to the OLG Preschool Director, Mrs. Yvonne Wilcox