



# HEIGHTS CHRISTIAN SCHOOLS

## SAN JUAN CAPISTRANO PRESCHOOL

31501 Avenida Los Cerritos, San Juan Capistrano, CA 92675 • (949) 429-5660 • HeightsChristianSchools.org • Facility #304371109

### TUITION AND FEE SCHEDULE • 2018-2019

#### REGISTRATION

##### NEW STUDENT:

Application Fee: **\$50**  
 Registration Fee: **\$150** "New Student" is any student not currently enrolled at any of our preschools

##### RETURNING STUDENT:

Re-Registration Fee by April 28<sup>th</sup>: **\$100**  
 Re-registration Fee after April 28<sup>th</sup>: **\$150**



#### MONTHLY TUITION

**FULL DAY PROGRAM: 8:30am-3:00pm • HALF DAY PROGRAM: 8:30am-Noon**

**PRESCHOOL 2-6 YRS: POTTY TRAINED • FULL DAY PROGRAM: 8:30am-3:00pm • HALF DAY PROGRAM: 8:30am-Noon**

DAYS ATTENDING	FULL-DAY			HALF-DAY
	1 <sup>ST</sup> CHILD	2 <sup>ND</sup> CHILD	3 <sup>RD</sup> CHILD	PER CHILD
5 Days	\$920	\$870	\$820	\$800
3 Days	\$790	SIBLING DISCOUNTS APPLY ONLY TO THE 5 FULL-DAY PROGRAM		\$670
2 Days	\$660			\$540

**PRESCHOOL 2-6 YRS: POTTY TRAINED • With EXTENDED CARE: 6:30am-6:00pm**

DAYS ATTENDING	FULL-DAY		
	1 <sup>ST</sup> CHILD	2 <sup>ND</sup> CHILD	3 <sup>RD</sup> CHILD
5 Days	\$1220	\$1120	\$1070
3 Days	\$970	SIBLING DISCOUNTS APPLY ONLY TO THE 5 FULL-DAY PROGRAM	
2 Days	\$780		

**PRESCHOOL 2-6 YRS: NOT POTTY TRAINED • FULL DAY PROGRAM: 8:30am-3:00pm • HALF DAY PROGRAM: 8:30am-Noon**

DAYS ATTENDING	FULL-DAY			HALF-DAY
	1 <sup>ST</sup> CHILD	2 <sup>ND</sup> CHILD	3 <sup>RD</sup> CHILD	PER CHILD
5 Days	\$1020	\$970	\$920	\$900
3 Days	\$890	SIBLING DISCOUNTS APPLY ONLY TO THE 5 FULL-DAY PROGRAM		\$770
2 Days	\$760			\$640

**PRESCHOOL 2-6 YRS: NOT POTTY TRAINED • With EXTENDED CARE: 6:30am-6:00pm**

DAYS ATTENDING	FULL-DAY		
	1 <sup>ST</sup> CHILD	2 <sup>ND</sup> CHILD	3 <sup>RD</sup> CHILD
5 Days	\$1320	\$1220	\$1170
3 Days	\$1190	SIBLING DISCOUNTS APPLY ONLY TO THE 5 FULL-DAY PROGRAM	
2 Days	\$1060		

**EMERGENCY DROP-IN RATE: \$50 per day (see details and restrictions on reverse side)**



## REGISTRATION AND APPLICATION FEE

- ◆ Application fee is a one-time fee, due at the time of application. The fee is non-refundable.
- ◆ Registration is an annual fee. It is first due at time of enrollment and each year thereafter during the re-enrollment period. The registration fee is non-refundable.
- ◆ Registration Fee includes: office records, student accident insurance, consumable supplies, and ACSI membership.
- ◆ If a deposit was paid to be placed on a waiting list, the deposit will be applied to your Registration Fee.

## TUITION ACCOUNT

- ◆ Tuition fees are effective August 27, 2018.
- ◆ Multi-child discount applies to families with two or more children enrolled FULL-TIME at any of our schools. If there is a FULL-TIME preschooler, the preschooler counts as the “first child.” If there are multiple FULL-TIME preschoolers, the youngest preschooler counts as the “first child.”
- ◆ There are no other discounts other than those listed on the reverse side.
- ◆ The monthly tuition fee is the same regardless of how many days or weeks are in a month.
- ◆ The monthly tuition fee is the same regardless of sick days, vacation days, or holidays.
- ◆ **All payments are due on the 1<sup>st</sup> of the month** (tuition, late pick-up fees, etc.). Accounts with any outstanding balance after the 5<sup>th</sup> of each month will be assessed a late fee of \$25.
- ◆ When making a payment, the payment will first be applied to any outstanding balance on the account, and the remainder will then be applied to the current balance.
- ◆ Accounts that are not paid in full by the end of each month may result in the student being dis-enrolled.
- ◆ A service charge of \$40 will be assessed for each returned payment, such as NSF check or NSF e-check. After two occurrences of returned payment, *only* cash, credit or money orders will be accepted for future payments.
- ◆ A fine of \$1 per minute per child for late pick-up after 6:00 PM will be assessed.
- ◆ A fine of \$5 will be assessed each time a parent does not use their full name when signing their child in or out. Parents must use their full name when signing their child in and out, per state regulations.
- ◆ A charge of \$1 will be assessed for each occurrence of the preschool having to provide a blanket and sheet for the child. State regulations require that each child have their own blanket and sheet to lie on for rest time. Parents are to provide a freshly washed blanket and sheet each Monday.
- ◆ Mid-month enrollment will be pro-rated for new families only.
- ◆ In the event of mid-month withdrawal, a pro-rated refund will be issued *if* a **two-week notice** was given in advance of the child’s last day. June tuition covers attendance for the entire month of June. Tuition adjustments will not be made for families who do not attend through the end of June. Billing for the summer session is July 1st and August 1st.

## PROGRAMS AND ATTENDANCE

- ◆ To change programs, parents must fill out the *Preschool Program Change Form* located in the school office.
- ◆ Parents can use our emergency drop-in if they need their child to attend on a day that is not part of their regular program. Daily rate fee is due at the time of student drop-off. Drop-ins accepted if space permits.
- ◆ Credit is not given for missed days; there is no swapping of days.

## HOLIDAYS

- ◆ Our preschool is open year-round. We are closed on the following holidays: Presidents’ Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), and Christmas Break (typically December 24<sup>th</sup> at noon through January 1<sup>st</sup>), and scheduled Professional Development Days.

## PAYMENTS

- ◆ Payments can be made online through ParentsWeb using credit card, debit card, or e-check. We accept Visa, MasterCard, and Discover.
- ◆ Payments can be made in the school office with cash or check.
- ◆ Please do not give payments to our teaching staff as they are not responsible for finances.