

Mountain View Christian Schools

FINANCIAL POLICIES - PRESCHOOL

REGISTRATION FEES — are non-refundable and non-transferable. The total amount of the registration fee of \$75 is due and obligated upon registration of the student. For students enrolling for the next school year, the fees are due every year and are non-negotiable.

TUITION PAYMENT POLICY — I understand the preschool tuition for my child is required to be set up through the *FACTS* system.

GRADUATION FEE — I understand the preschool graduation fee (\$25) will be charged on Monday, March 6, 2024.

ENROLLMENT DEFINITION — I understand that if my child is considered “enrolled” in the 5-day, 3-day or half-day program, I will have to pay the regular weekly rate, even if my child is not in attendance. I understand that I am able to use vacation days in accordance to the policy outlined here when my child is not in attendance. I understand that I’m enrolling my child for the full year (August - May). If I wish to withdraw my child for the summer, it must be done by June 1st.

DAYS OFF (VACATION) — I understand that if my child is enrolled in the 5-day program, he/she will receive 15 days of vacation time and must be used one full week at a time. I understand that if my child is on the 3-day or half-day program, he/she is allowed 9 days of vacation time. I understand that my total vacation is prorated based upon the date of enrollment. Additional vacation time needed (or time needed due to an extended illness) that is at least three (3) consecutive days long are subject to a 60% weekly charge to hold the student’s enrollment spot.

Vacation Slips are required to be turned into the office when you choose to take vacation time. The vacation request slips are required to be turned in **2 weeks** prior to the time requested. Preschool is considered in session throughout the school year (including during the times when MVCS has a break such as Christmas or Easter)*. The only times that preschool is NOT in session, please see below. These days are worked into the weekly tuition. ***MVCS Preschool Designated Holidays for 2024-25^:***

Labor Day - 9/2	Thanksgiving Day - 11/28	New Year’s Day - 1/1	Good Friday - 4/18
Nevada Day - 10/25	Family Day - 11/29	Martin Luther King, Jr. Day - 1/20	Easter Monday - 4/21
Veterans Day - 11/11	Christmas Eve and Day - 12/24 and 12/25	Presidents Day - 2/17	Memorial Day - 5/26

^Designated holidays may be scheduled on the Friday prior or Monday after the actual holiday.

*If the preschool chooses to close on any date due to low enrollment, the tuition for that day will not apply to your account.

MATERNITY LEAVE — Families who are on maternity leave may hold their students’ place in preschool at a rate of 20% of the weekly tuition. The adjusted amount will be charged to your account on file in *FACTS* until the student returns to their normal schedule.

RETURNED (NSF) ITEMS — All returned items, including checks or ACH Payments, will be charged a \$30 returned item fee. The payment will automatically be re-submitted unless we have received communication from you giving us other instructions. MVCS is not responsible for any charges on returned checks from your financial institution. If your check is returned due to non-sufficient funds, closed account, or a stop payment, you will be responsible for all the applicable collection costs.

LATE PAYMENT — All tuition payments outlined in your tuition contract are due based on due date. When the due date falls on a holiday, weekend or when the facility is closed, tuition is due on the following business day.

DELINQUENT ACCOUNTS — Any MVCS account that becomes thirty-five days (35) past due will result in the following consequences until the account is brought current. Students may be dismissed/suspended from school.

TERMINATION OF CONTRACT — MVCS reserves the right to terminate this contract at the discretion of the administration. Please refer to the Cooperative Guidelines page contained in this registration packet.

EXTENDED CARE — Students who are on campus before 8:00a.m. and after 3:30p.m., are required to be checked into the Extended Care Program. Please address your questions about this program to the school office. Campus hours are 7:00a.m. to 5:00p.m., and the cost for this service will be billed monthly on your account. You will be notified by e-mail when the charge has been applied. You may request a detailed monthly time sheet from the Business Office. Rates for extended care are outlined on the Tuition and Guidelines page of this registration packet. ***Charges are due with the next tuition billing cycle.*** Extended Care charges are NOT drafted by *FACTS*. These charges must be paid *manually* through FAMILY PORTAL/*FACTS*.

URBAN LEAGUE — All parents using EOB benefits from Urban League are to contact their Urban League case worker to inform them that MVCS is their facility of choice. ***You are required to update your case worker of any child or address changes.*** Also, you are required to apply for the renewal of your certificate 30 days prior to expiration and all co-pays must be paid on time.