



Tuition Policies and Procedures
Spring 2022
March 21st to June 16th 2022

Tuition for our Spring Program has been calculated based on a 12-week program beginning on March 21st and ending on June 16th. No reductions are made for absences, holidays, weather related cancellations or the April school vacation week.

Payment:	Payments for our Spring 2022 program will be due on March 15 th , April 15 th , and May 15 th . You will receive an invoice through our Family Communication Application 10 days prior to the due date. There is a Late Fee of \$10.00 for tuition not paid by the last day of the month in which it is due. There is a Returned Check Fee of \$15.00.
Registration Fee:	\$50.00 per child, per year, nonrefundable, not applicable to tuition.
Late Pick-up:	Please be on time for your child's dismissal. After a 5-minute grace period, late fees of \$1.00 per minute will be charged. <u>If you will be late for dismissal, please notify the staff by calling the office at 978.897.9708 or posting a note in our Family Communication Application.</u>
Withdrawals:	Three weeks written notice is required prior to any withdrawal within the school year.
Emergency Closings:	No refunds, exchanges or credits are given for emergency or weather-related closings whether the program closes for all or part of the day. If we need to shut down due to COVID-19 we will provide a remote program during that time.
Federal Tax ID:	04-2505376

Parent Signature _____ **Date** _____