



CLIFTON PARK CENTER BAPTIST PRESCHOOL

713 Clifton Park Center Rd., Clifton Park, NY 12065
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www.cliftonparkcenterbaptist.org

Judy Kaiser, Educational Director Deborah Johnson, Administrative Director

Welcome to the **Clifton Park Center Baptist Church Preschool!** We are so pleased that you have chosen our school. It is our hope and mission to serve you and your child to the best of our ability. We strive to provide your child with age appropriate social, academic and spiritual experiences that will last a lifetime. We look forward to working in partnership with all of our preschool families and developing relationships that reach beyond that of academia.

Please read the following information and familiarize yourself with our current tuition policy. Once you have read our tuition policy, please sign and return the attached agreement to Administrative Director in the church office by the first day of school. If you have any questions, please do not hesitate to ask.

Clifton Park Center Baptist Church Preschool Tuition Payment Policy

Our commitment:

- ✚ To provide quality services to your child.
- ✚ To provide 10 monthly financial statements regarding your preschool account.
- ✚ To provide the opportunity for alternative payment arrangements based on a case by case basis for families with special financial circumstances.
- ✚ To provide a Tuition Assistance Fund to preschool families who are experiencing a determined financial hardship.

Your commitment:

- ✚ To work in partnership with our preschool.
- ✚ To make timely monthly tuition payments.
- ✚ To promptly and actively seek an alternative payment schedule if special financial circumstances arise.
- ✚ To give the preschool **2 weeks' notice** if your child will no longer be attending preschool in order to not be responsible for continuing tuition payments. Emergency withdrawals will be handled on a case-by-case basis by the Board of Christian Education.

Tuition Payment Guidelines

- ✚ Preschool tuition is due on the first class day of each month. Place tuition in the black lock box in the church lobby. Exception: September tuition is due by August 20th to confirm attendance.
- ✚ Payments should be made by check payable to Clifton Park Center Baptist Church Preschool or CPCBC Preschool, and the check should be clearly marked with the month to which it is being applied.

Train a child up in the way he should go, and when he is old he will not depart from it.
Proverbs 22:6

- ✚ If you receive a monthly statement that indicates a past due amount, please rectify this within 5 business days with the Financial Coordinator.
- ✚ If you receive a monthly statement that indicates an overpayment, please indicate to Financial Coordinator whether this should be applied to a following month's tuition or donated to the school's scholarship fund.
- ✚ If a tuition payment is not received by the 10th of the month and special payment arrangements have not been made with the Financial Coordinator, a \$10.00 late fee will be added to the past due tuition amount.
- ✚ If past due tuition has not been received within 60 days or established alternative payments have not been made, the student's attendance will be suspended until paid.
- ✚ **All accounts must be settled two weeks before the end of the school year.**

Monthly Tuition September 2010 –May 2011
 Tuesday/Thursday Class - \$110.00 (\$990 annual)
 Monday/Wednesday/Friday Class - \$145.00 (\$1,305 annual)
 5 day Pre-K (Mon – Fri) - \$240.00 (\$2,160 annual)

I have read the tuition policy for CPCBC Preschool and agree to comply.

_____ Date _____

Name of Child(ren) attending CPCB Preschool:

Revised 3/2010