



THE LAUREL SCHOOL

# Preschool Fee Schedule 2023

Attendance Plan	Annual Fee (10 months)	Deposit (10% of annual fee)	Monthly Payment (after deposit)
5 full days / week	\$15,900.00	\$1,590.00	\$1,431.00
4 full days / week	\$13,992.00	\$1,399.20	\$1,259.28
3 full days / week	\$11,448.00	\$1,144.80	\$1,030.32

\*The Preschool program operates for 12 months a year; fees can be adjusted for a child attending for 12 months\*

## Additional Fees

### Application Fee - \$500.00

The application fee is a non-refundable, one-time fee due at the time of application for admission.

### Materials Fee - \$250.00

The materials fee is a non-refundable fee and due yearly. A variety of consumable materials are used throughout the school year (e.g. workbooks, photocopies, art supplies, etc.)

### Non-Base Fees

Additional fees may be required, from time to time to cover extra materials, activities, field trips and/or other costs.

# Fee Policies

## Deposit

The deposit is due at the time of application and is non-refundable. A deposit secures your child's spot within the program.

## Annual Fee

Annual Tuition Fee Payment may be paid according to the deposit and monthly payment chart shown above, or it may be paid in full with a savings of 5% off the total annual fee.

## Monthly Tuition Payments

Monthly tuition payments are due on the first of each month. Payments can be made by cheque or Credit Card (MasterCard, Visa or AMEX) payment with a 2% surcharge.

## Family Rates

There is a 10% reduction in tuition fees when two or more siblings attend at the same time. The student with the most frequent attendance plan will be charged the full rate; tuition fees for the sibling(s) will be reduced by 10%.

## Withdrawal from The Program

30 days written notice either on paper (signed and dated) or through email by the parent/guardian must be given to The Laurel School before withdrawing your child. The child must attend during this notice period. If at any point a child is to withdraw from the program and has started the month, the payment for the 30 days period (the period begins on the date of notice) must be paid in full.

If 30 days notice is not provided, fees will continue to be charged for the 30 days period after the day notice is received and all outstanding balances must be paid before the child leaves the school.

Once 30 days' notice is given, the remainder of the deposit amount paid will be applied to the last month of attendance.

## Catered Lunches & Snacks

Catered lunches and snacks are included in the monthly fee and are provided by Real Food for Real Kids. Children who attend full days receive two snacks and a lunch.

## Before & After-School Supervision

Before and after-school supervision costs are included in the tuition fees. The typical program hours run from 9:00 A.M. to 3:45 P.M. for those attending a full-day program and 9:00 – 11:45 A.M. for those on a half day schedule. The Laurel School is open from 8:00 A.M. and to 5:30 P.M. for extended supervision.

## Late Pick-Up

Parents of students who are picked up late will be billed one dollar for each minute after 5:30 P.M. for which the child was supervised by our staff (up to \$30.00).

## Outstanding Fees

Any accounts with outstanding fees will be charged 1% every 15 days after the invoice or due date. This amounts to an annual interest charge of 24%. Please keep your account current in order to avoid interest charges.

## NSF Cheques

All returned cheques will be subject to a \$50.00 service charge.

## Absences

Tuition fees will not be reduced for any absences, whether due to extended holiday, vacation, illness, or any other reason.

## Refunds

All deposits and fees paid are non-refundable.

## Tax Receipts

Tax receipts are issued once a year in the month of February. No tax receipt will be issued if there is any outstanding balance owing.

## Enrolment Procedure

The following is required in order to reserve and maintain a spot for your child:

- A copy of the Immunization record
- Application for Admission form
- Student Information and Emergency Authorization form
- Post-dated cheques, one for each month, for the full amount of the monthly fee or a Credit Card Authorization form or confirmation of Interac-etransfer selection
- Payment for the full amount of the fee deposit and the application fee (this payment must not be post-dated)