

First Church Preschool Payment Policies

Payment Schedule

A \$750 deposit fee for all 2- and 3-day programs or a \$1,500 deposit fee for all 5-day programs, and a \$35 application fee, all non-refundable, are due at the time of enrollment for all preschool and Pre-K programs in order for a child to be considered officially enrolled and for a spot to be saved for that child. If registering more than one child per family, a deposit and application fee must be paid for each child being enrolled. If a family wishes to enroll a child at a point in time after the initial tuition installment payments become due, then an alternate payment schedule may be established with that family. Deposit and payment schedules for special programming, such as Lunch Bunch, Explorers Club, and Summer Programs, will be announced at the time registration opens for each respective program.

TUITION PAYMENT SCHEDULE 2026-2027

Monthly payments will begin starting February 1st, 2026 (or from the date you enroll after February 2026) and are due on the first of the month each month after unless an alternate payment plan has been approved by and established with the director. All tuition will be paid in full by August 1st, 2026.

Enrollment

First Church Preschool begins an Open Enrollment period each October/November for the next school year's enrollment. Families wishing to enroll their child during that time must submit a completed application and the appropriate deposit and application fees. Open enrollment will be conducted on a first-come, first-served basis. Once the total amount of spaces available for a given program are accounted for, a family may request to have their name added to a waiting list in the event that a spot they desire for their child does become available. If a spot opens up in a program in which a wait-listed family wishes to enroll their child, the family must then submit the requisite deposit (and application fee, if not already paid) in order to secure the spot for their child. Families can submit an application through the link on our website. Once the application is received, families will be set up with a Brightwheel account. Deposit fees will be paid through Brightwheel by bank-to-bank transactions.

Refunds

Once a family has submitted an application, registration and deposit fees, and signed a placement agreement, no part of the application fee and deposit payment will be refunded because of absence, failure to continue, or withdrawal of a child from First Church Preschool. Further, unless a family provides written notice to the director that they plan to revoke their child's enrollment prior to the date that the first tuition installment payment is due, families are unconditionally obligated to pay the tuition and fees for the full school year, and no portion of such tuition and fees will be refunded or cancelled notwithstanding their child's absence, withdrawal, or dismissal from First Church Preschool for whatever reason, and notwithstanding any waitlist for the particular program in which their child is hereby registered. In the event a family withdraws before they have paid their tuition in full, then all unpaid tuition and fees will become payable immediately.

Withdrawing A Child

Families must notify the director in writing if they will withdraw a child from enrollment at the preschool for any reason. If possible, the written notification of withdrawal should be submitted as soon as possible, and no later than two weeks before the anticipated date of withdrawal.

Discounts

First Church Preschool offers a tuition discount for families enrolling more than one child concurrently in our programming. Families will pay full tuition for the child enrolled in the program with the highest tuition and receive a 10% discount for each child thereafter enrolled in a program of equal or lesser value.

Children or grandchildren of current, active members of the First Congregational Church, our sponsor, will receive a 10% discount off the total tuition incurred. First Church Preschool must first receive written verification from the First Congregational Church that an enrolled child is indeed a child or grandchild of a current, active member before the discount will be applied. The parent or grandparent must be a current, active member at the time the child is enrolled in order to receive the discount. Families who qualify for the church member discount and who also have enrolled more than one child concurrently will receive a 10% discount off each enrolled child's tuition.

Children of currently employed preschool and church staff members receive a 25% tuition discount, and their grandchildren receive a 10% tuition discount. Preschool and church staff must be employed at the time their child is enrolled in order to receive the discount.

A discount of 5% may be applied if a family who has enrolled during our Open Enrollment period (beginning October/November) submits their entire tuition obligation for the school year on or before the due date of their first tuition installment payment (January 31). Families should request the discount prior to submitting the payment in full and before January 31st. If payment is not made in full by February 1, the discount will be revoked. Paid-in-full discounts will only be applied to bank-to-bank payments on Brightwheel.

Late Payments

Families who find themselves unable to keep current with their payment schedule are encouraged to speak with the director and/or administrative assistant as soon as possible so that a financial agreement can be worked out. Payment invoices will be sent out via Brightwheel in advance of when tuition installment payments are due. There will be a 10 calendar-day grace period from the date the tuition installment payment is due. On the 11th calendar day after a tuition installment payment is due, if the payment has not been received, a late fee of \$25 will be compounded daily for up to a maximum of another 10 calendar days. If payment still has not been received at that point, the child will be withdrawn from the program and vacancy will be offered out to be filled.

Payments

Payments are to be made as **bank-to-bank transactions via Brightwheel**. Credit cards are not accepted. Families are encouraged to sign-up for autopayments in Brightwheel.

Scholarships

Scholarships are available based on financial need. Please contact the preschool director for more information on how to apply. All applications for scholarships are subject to review by the Preschool Board.

10/2025