



## DERRY PRESCHOOL TUITION POLICY & INFORMATION

Please keep this form for your reference, it contains important information.

Tuition payments are due the 5<sup>th</sup> of each month and must be placed in the tuition drop box located at Parents' Place or mailed to the following address: Derry Preschool, P.O. Box 123, Hershey, PA 17033.  
Payments made after the 5<sup>th</sup> of each month will incur a \$25 service/late fee.

### Tuition Fees:

2-Year Old \$77/month 2 classes/\$154	Pre-3s \$135/month	3-Year Old \$153/month	4-Year Old \$206/month	5-Year Old \$257/month	5-Year Old With extended day \$353/month
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### Registration:

- This registration form must be accompanied with a non-refundable registration fee of **\$50.00** (\$25 for each additional child and placed in the tuition drop box located at Parents' Place or mailed to the address above.
- A **non-refundable security deposit** of one full month's tuition is due no later than June 5, 2021 (see amounts above) to secure your child's place for the upcoming school year.
- This security deposit will be applied as the last month's (May's) tuition for the school year.
- This non-refundable security deposit may be included with the registration form and fee check.
- If this non-refundable security deposit payment is postmarked after June 5<sup>th</sup>, an additional \$25 service fee will apply to anyone that has registered prior to June 5, 2021
- If registration is completed *after* June 5, 2021 a non-refundable full month's tuition is due within 15 days of acceptance of this form. Payment after the 15 days will incur additional service fees.
- Tuition paid in full by June 5, 2021 will receive a 5% discount. This discount is not applicable to students who are registered after June 5<sup>th</sup>. You cannot combine the 3% sibling discount and the 5% paid in full discount for your youngest child.

### Payments:

- In addition to the security deposit that is applied to the last month's (May's) tuition; everyone is required to pay September's tuition on or before September 5, 2021.
- Each payment **must be postmarked on or before the 5<sup>th</sup> of each month or left in the tuition drop box.** Payments not received by the 5<sup>th</sup> of the month will result in a \$25 service/late fee.
- If the account is more than one month in arrears then a \$50 service fee is required and will be cause for suspension of the child unless a payment arrangement is made.
- Tuition is non-refundable upon a child's withdrawal from the school. No tuition rebate will be granted for temporary withdrawal. This stipulation is necessary in view of the nature of the school's financial commitments.
- The parent or guardian agrees to notify the registrar via email of a child's withdrawal from the school before the first of any month in question or be responsible for the full month's tuition.
- To assist in making timely payments, please consider automatic bill payment plans through your financial banking institution.
- Postings of payments received will always be applied to any arrearage that may have occurred.

### Payment Schedule:

1 <sup>st</sup> Payment: June 5, 2021 *Security Deposit Due (applied to the last month (MAY) of 2021-2022 school year)	
2 <sup>nd</sup> Payment: September 5, 2021	6 <sup>th</sup> Payment: January 5, 2022
3 <sup>rd</sup> Payment: October 5, 2021	7 <sup>th</sup> Payment: February 5, 2022
4 <sup>th</sup> Payment: November 5, 2021	8 <sup>th</sup> Payment: March 5, 2022
5 <sup>th</sup> Payment: December 5, 2021	9 <sup>th</sup> Payment: April 5, 2022

For any questions regarding your tuition payment, please contact the Derry Preschool office at 717-533-1488 or email us at [derrypreschool@gmail.com](mailto:derrypreschool@gmail.com)