



301 Corral de Tierra Rd
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goodshepherdcorral.org

TUITION, FINANCIAL POLICIES & MORE 2023 – 2024 School Year

TUITION, ANNUAL FEES & DROP-IN RATES

Primary Programs <i>(staggered drop off & pick-up times due to COVID)</i>	9 Monthly Installments <i>(deposit credit reflected)</i>
Preschool-Turquoise (2 days - 12 students)	\$367.00
Preschool-Blue & Purple (3 days – 14 students)	\$480.00
Preschool-Yellow, Orange & Red (5 days – 14 students)	\$767.00
Preschool-Green (5 days – 12 students)	\$827.00
ASP T-K: 11:30 AM to 3:45 PM	\$552.00
ASP T-K: 11:30 AM to 5:30 PM	\$793.00
ASP Kinder: 2:20 PM to 3:45 PM <i>(early pickup on Collaboration & Conference days)</i>	\$228.00
ASP Kinder: 2:20 PM to 5:30 PM <i>(early pickup on Collaboration & Conference days)</i>	\$469.00

A \$300 deposit will be due and collected at the time the Admissions Agreement is submitted. This deposit is non-refundable and will be applied equally across the 9 monthly installment charges; reducing each monthly amount due. The monthly amounts above already reflect that deposit credit.

Monthly Preschool Program Expansions (not ASP)	9 Monthly Installments
Early Arrival (7:30 AM to PS Day Begins)	
2 Day per week	\$87.00
3 Day per week	\$123.00
5 Day per week	\$209.00
*Drop-in rate (per day)	\$18.00
Afternoon Enrichment (PS Day Ends to 3:30 PM)	
2 Day per week	\$144.00
3 Day per week	\$201.00
5 Day per week	\$345.00
*Drop-in rate (per day)	\$28.00
Extended Care (3:30 PM to 5:30 PM)	
2 Day per week	\$116.00
3 Day per week	\$161.00
5 Day per week	\$276.00
*Drop-in rate (per day)	\$23.00

Updated: 5/2/2023 11:31 AM

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***DROP-INS:** The number of drop-ins permitted per month per child are limited.

- Children in a 2 day per week program may use the drop-in service 2 days per month.
- Children in a 3 day per week program may use the drop-in service 3 days per month.
- Children in a 5 day per week program may use the drop-in service 5 days per month.

Annual Fees	Annual Amount	Details/Description
Registration Fee:	\$155.00	Non-refundable and due at the time the registration form is submitted.
Materials Fee:	\$150.00	This allows us to purchase classroom supplies in bulk at the beginning of the year instead of asking you for a list of school supplies. Non-refundable and due upon acceptance and completion of the Admissions Agreement contract, which confirms your spot.
Cleaning Fee:	\$50.00	For supplies such as gloves, masks, cleaning agents, disposable snack supplies, etc. Non-refundable and due upon acceptance and completion of the Admissions Agreement contract, which confirms your spot.
Tuition DEPOSIT:	\$300.00	This deposit will be applied equally across the 9 monthly installment charges, reducing each monthly amount due (which is reflected in the monthly amount due on previous page). Non-refundable deposit due upon acceptance and completion of the Admissions Agreement contract, which confirms your spot.

Tuition Assistance / Scholarship

Tuition assistance may be available, should your child be admitted, through the Kay Bigelow and Susan Corl Scholarship Fund. The application form can be found on our website.

Discounts

1. Pledging members of the church qualify for a 15% discount.
 - **Pledging** means committing financially to the church. The difference between a donor and a pledger is commitment; specifically, a pledger submits a commitment in writing stating that they intend to give a certain amount (no specific threshold) to the church for the given year. The donations 'pledged' to the church are used to set the budget each year.
 - A **member** of Good Shepherd Episcopal Church attends Holy Eucharist worship services at least several times a year, participates in new member, baptism, and confirmation classes, and is on a spiritual journey to walk in Jesus' way of love. Good Shepherd is part of the Episcopal Diocese of Camino Real, under the

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leadership of Bishop Lucinda Ashby. We accept, baptize, and ordain qualified LGBTQ children of God as equal to all others.

2. Families that have 2 or more children concurrently enrolled qualify for a 10% discount on the sibling with the lowest monthly tuition.
3. Discounts do not apply to drop-in rates or other fees & charges (i.e. late payment charges); only standard tuition on primary programs and expansion options.

Financial Policies

1. Our tuition is billed as an installment plan that spans 9 months. The installment plan is a consideration made to help families budget. The first monthly installment is due August 10th; the last is due April 10th.

The monthly tuition billed IS NOT a representation of the number of days a student attends in a given month. The actual number of school days attended each month can vary greatly (i.e. holidays, vacation, sick, etc.); however, our installment plan allows the monthly charges/payments to remain consistent (not counting any ad-hoc drop-in charges, late fees, etc.).

Even though our billing is done via an installment plan, you are permitted to pay ahead and/or in full for the year if you so choose.

2. Tuition is paid through the Brightwheel application. All families are required to link their financial institution or credit card to Brightwheel. We do not accept cash or checks for payment. It is the family's responsibility to monitor their financial account and keep the card/account on file current.
 - a. The preschool will cover the associated processing fee if you use your bank account (i.e. checking or savings) for making payments in Brightwheel.
 - b. You will be responsible to cover the associated processing fee if you use a credit card for making payments in Brightwheel.
3. All tuition is due by the 10th day of each month and no later than the 15th. Tuition received after the 15th will be assessed a late fee of \$5.00 per day. The application of late fees will take place on the last business day of each month. If you paid late, the total number of days late will be quantified, and a late fee will be applied accordingly.
4. All payments of tuition, fees, and other costs related to your child's program are to be kept current as a condition of continued enrollment.
 - a. If tuition has not been paid by the 20th of the month, a child may not attend school or enroll in any additional programs until the account is brought current.
 - b. If an account remains unpaid at the end of the month, enrollment may be terminated.
5. Program Changes:
 - a. All program changes (including withdrawals, program reductions or additions) must be submitted via our online [Program Change Request Form](#).

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- b. A program change that will decrease tuition requires a thirty (30) day written notice.
 - c. Adding to your existing program is possible at any time if space is available.
6. Mid-year enrollments, withdrawals and/or program changes will cause a proration calculation that will result in either a credit or charge (potentially in addition to regular monthly tuition installment amounts).
 7. Short-term school closure: Full tuition will be charged if a short-term school closure occurs. Short term closures are defined as less than 30 days.
 8. Although the School expects to operate its facilities per the school year 2023-2024 calendar, events beyond the School's control may necessitate that the School cease its operations for a significant period of time, or suspend its duties and obligations under this Policy, or both (which are hereafter referred to as a "Suspension"). A Suspension within the meaning of this section will occur only after the School declares in writing that a Suspension has occurred. The School may make such a declaration in its sole discretion and without prior notice. The events that might cause the School to declare a Suspension could include, but are not limited to, fire, act of God, weather event, natural disaster, flood, earthquake, war, governmental action, act of terrorism, epidemic, pandemic, or another event beyond the School's control. The Suspension shall last until the School, in its sole discretion, declares an end to the Suspension.
 9. The Preschool will have minimum days with no afternoon enrichment/extended care or ASP on some days where special programs are scheduled, including the last day of preschool, field trips, and special events.

Late Pick-up Policy

Picking up your child on time is important to your child's emotional security and shows respect to our staff members. Therefore, we ask that you make a concerted effort to be on time to pick up your child. A five-minute grace period will be allowed for late pick-up. After the five-minute window, a \$1.00 per minute late fee will be incurred.

Withdrawal Policy

A thirty (30) day written notice using our online [Program Change Request Form](#) is required. Tuition and fees will be incurred as regular during this 30-day window.