

## TUITION, FEES, AND PAYMENT POLICIES 2018-19

### Application Fee

There is a one-time, non-refundable, non-transferable fee of \$50 per child that must be submitted with each completed application for admission to Pinecrest School. (This does not apply to returning students or their siblings or campers.)

### Annual Registration Fee

Once accepted, there is a non-refundable, non-transferable registration fee of \$250 per child for new students and a \$200 non-refundable, non-transferable reenrollment fee for returning students.

### One-Time New Family Enrollment Fee

Once accepted, there is a non-refundable, non-transferable registration fee of \$300 per new family. This fee is due with the first tuition installment.

### Tuition and Tuition Installments

	<b>First Tuition Installment</b> <i>(Due February 28, 2018 for returning students / Due one month from the date on acceptance email for new students; non-refundable, non-transferable)</i>	<b>Nine Tuition Installments</b> <i>(2018: September, October, November, December; 2019: January, March, April, May, June – each due on the 1<sup>st</sup>)</i>	<b>Total Annual Tuition</b>
<b>Preschool</b> (half day)	\$775	\$775	<b>\$7,750</b>
<b>Kindergarten – Grade 6</b> (full day)	\$1,585	\$1,585	<b>\$15,850</b>

Annual tuition is divided into ten equal installments for all students. For **returning students**, the first installment is due by check payable to Pinecrest School by February 28, 2018; the registration contract and registration fee should be submitted and paid online also by February 28, 2018. The registration contract link is provided by the school office. For **new students**, the first installment is due by check payable to Pinecrest School one month from the date on the acceptance email; the registration contract and registration fee should be submitted and paid online within the same time frame. The registration contract link is provided in the acceptance email. The one-time new family enrollment fee of \$300 per new family for families joining the school in 2018-19 is due with the first installment.

Once the registration contract, registration fee and first tuition installment are received, the child has secured a place in the class.

The following nine installments are due on the first of the month in September, October, November and December 2018 and in January, March, April, May and June 2019. As a courtesy to families, a 2018-19 tuition payment is not due in February 2019 because your child's first tuition installment for the 2019-20 school year will be due that month with the 2019-20 registration contract.

### Prorated Tuition For Students Beginning After First Day of School

Tuition is only prorated for students whose first day of school is after August 28, 2018. No tuition fees will be charged for any full months that a child has not attended Pinecrest School. If a child starts on any day of the first half of a month, the full tuition installment will be due for that month. If a child starts on any day of the second half of the month, one half of the tuition installment will be due. When dividing months into the first and second halves, months with thirty days will be counted from day one to day fifteen for the first half and from day sixteen to day thirty for the second half. Months with thirty-one days will be counted from day one to day fifteen for the first half and day sixteen to day thirty-one for the second half. Regarding the month of February during a Leap Year, February will be divided into two halves of fourteen days. Every day of the month is counted, regardless of whether school is in session that day.

### Tuition Reductions

Families with multiple children enrolled at the school will pay full tuition for their oldest child and will enjoy a 15% reduction on each additional child's tuition.

If the total annual tuition is paid in full on or before (including postmarked by) July 31, 2018, a three percent (3%) tuition reduction will be applied.

### **Financial Aid**

Need-based financial aid for tuition is available for K-6 students only. Financial aid forms (one per family) should be submitted by Wednesday, April 18, 2018. All financial aid request forms must be accompanied by the most recent U.S. Federal Tax Return. Please ask the Head of School or Admissions Associate for a financial aid form. Financial aid and scholarships do not include any fees, supply list items, care or camp. All financial aid and scholarship inquiries, discussions and decisions are confidential.

### **Annual Supplies**

Tuition rates cover all regular classroom activities and most field trips. A supply list will be sent to you over the summer by your child's teacher. Supplies should be brought to school by the first day of school.

### **Annual Books, Materials, and Snack Fee**

This fee is per child and is non-refundable and non-transferable; it is not prorated or discounted. This fee is due by August 1, 2018.

Preschool Snack and Materials Fee – \$200

K-6 Materials Fee – \$325

### **Tuition Late Charges**

Tuition must be received by Pinecrest School by the first day of each month. A \$50 late fee is charged if tuition payment is not received on or by the fifth day of the month. An additional \$50 will be assessed after payment is 30 days late. If more than two tuition installments are late during the school year, the Board of Directors Finance Committee shall, at its discretion, require tuition installments to be made more than one month in advance. There will be a \$25 charge for any returned checks. Should more than two checks be returned during the school year, the Board of Directors Finance Committee shall, at its discretion, require payments to be made in cash, money order, cashier or certified check.

### **Before-Care Fees**

Preschool and K-6 before-care is available from 7:30-8:35 a.m. for half-day preschool and full-day K-6 students currently attending Pinecrest School. Preschool and K-6 before-care is billed at a rate of \$12 per student, per day (regardless of how much time is used per day). Families with multiple children enrolled in the same before-care program at the same time will pay full fees for their oldest child and will enjoy a 50% reduction on each additional child's fees. Charges will be billed at the end of each month. A \$50 late fee will be applied to any before-care fees not paid a month after receiving the bill. An additional \$50 fee will be assessed every 30 days. Any family wishing to use the before- and/or after-care program at any point during the school year must complete a before- and after-care registration form per family. There is no registration fee for any forms received prior to August 13, 2018; families turning in this form after this date will be billed one annual \$25 registration fee for both programs.

### **After-Care Fees**

Preschool after-care is available from 12:05-6 p.m. for half-day preschool students currently attending Pinecrest School. K-6 after-care is available from 3:35-6 p.m. for full-day K-6 students currently attending Pinecrest School. Different staff members supervise the two after-care groups; they are not routinely combined. Any family wishing to use the before- and/or after-care program at any point during the school year must complete a before- and after-care registration form per family. There is no registration fee for any forms received prior to August 13, 2018; families turning in this form after this date will be billed one annual \$25 registration fee for both programs.

*Unlimited Attendance:* Preschool Unlimited Attendance is billed monthly, due on the first of the month with student tuition. This option allows for unlimited use of the preschool after-care program, billed at \$750 per student, per month. K-6 Unlimited Attendance is billed monthly, due on the first of the month with student tuition. This option allows for unlimited use of the K-6 after-care program, billed at \$350 per student, per month. A \$50 late fee is charged if the Unlimited Attendance After-care payment is not received by the fifth day of the month. An additional \$50 will be assessed after payment is 30 days late.

*Drop-In or Scheduled Attendance:* Preschool or K-6 Drop-In or Scheduled Attendance is billed at a rate of \$12 per student, per hour. Charges will be calculated in half-hour increments and billed at the end of each month. A \$50 late fee will be applied to any after-care fees not paid a month after receiving the bill. An additional \$50 fee will be assessed every 30 days.

Families with multiple children enrolled in the same after-care program at the same time will pay full fees for their oldest child and will enjoy a 50% reduction on each additional child's fees.

### **After-Care Late Pick-Up Fees**

A \$15 late pick-up fee is charged if the child is picked up between 6:00-6:10 p.m. An additional \$2 per minute is charged after 6:10 p.m. This late fee is per child. Advance notice of late arrival by the parent does not nullify the late fee. Frequent late pick-ups may cause the child's dismissal from the program.

### **Financial Inquiries**

If you have any questions relating to school payments, requests for receipts or any school financial matters, please contact [business@pinecrestschool.org](mailto:business@pinecrestschool.org) or 703.354.3446.

1/31/2018