



kingswood
preschool

5015 Tilly Mill Road • Dunwoody GA 30338 • 770.458.8407 • Fax 770.457.9114
kingswood.church/preschool • aclarke@kingswood.church

The Kingswood Preschool Financial Policy

TKPS relies on registration fees and tuition payments for operating expenses. Prompt payment of monies enables TKPS to maintain its program. Payments include a Registration Fee and Tuition Payments which are divided into nine (9) equal installments. Payments are due as indicated on the schedule below. The payment schedule is based on a **child's commitment to one full year of school.** **All payments are non-refundable and non-transferable.** A \$125 Registration Fee is due with your application. Applications will be processed only if the application is complete and the Registration Fee is included. Your first tuition payment is due May 1st which reconfirms your enrollment held by your registration. If the first payment is not received by May 1st, your enrollment is forfeited.

Payments	Payment deadline
Tuition payment 1	May 1st
Tuition payment 2	June 1st
Tuition payment 3	July 1st
Tuition payment 4	August 1st
Tuition payment 5	September 1st
Tuition payment 6	October 1st
Tuition payment 7	November 1st
Tuition payment 8	December 1st
Tuition payment 9	January 1st

LATE FEES Tuition is due on the 1st of the month. Tuition is late on the 7th of the month at which time a \$25 late fee per student will be assessed.

REFUNDS No refunds will be made for absences or withdrawal. All Payments are non-refundable and non-transferable. There will be no financial credits due to illness, inclement weather, travel, or any other reason. If your child will be absent for an extended period of time, you are responsible for paying all monies due in order to retain his/her placement in our program. Failure to do so will result in forfeiture of your child's spot. All payments must be current in order for your child to attend.

WITHDRAWALS: Should it become necessary to withdraw your child from TKPS, written notice to the Director is required at least 15 days in advance. You will be responsible for any Tuition Payments due while your child attends TKPS.

RETURNED CHECK FEES: A fee of \$25 will be assessed by the Preschool for each returned check.

Class	Monthly Tuition
Kindergarten	\$450
5 Day classes	\$380
4 Day classes	\$350
3 Day classes	\$325
2 Day classes	\$275

Please note that children who attend two different classes (i.e., 3 Day 2's and 2 Day 2's) pay the combined tuition for the two classes, not the 5 Day class rate.