

HCA Preschool Fees and Financial Policy

The preschool funding comes from both our tuition fees and funds allocated by the Haysboro Community Association. Tuition fees are set by the Haysboro Community Association Board. Small fundraisers might be held throughout the year to raise funds for new equipment and books.

As Haysboro Community Preschool is parent-run we rely on volunteers. Classroom volunteers must be at least 18 years of age and may be a parent, grandparent, babysitter, or other family member or friend. All volunteers must complete a PIC (Police Information Check) that is stored on file by the HCA Administrator. Two PIC fees are included with your child's registration. Please have your PIC completed and sent to the HCA Administrator by **October 1, 2022.**

3 Year Old Program or 4 Year Old Afternoon (2 classes/week)

Monthly Installment Plan – \$77.25/month

- 1 payment of \$187.25 (\$60 Registration fee, \$50 Supply fee and \$77.25 June 2023 tuition deposit) due at time of registration
- 9 payments (credit card or post dated cheque) of \$77.25 charged 1st of each month, for the months of September 2022 through May 2023

Single Payment Plan – \$695.25

- 1 payment of \$187.25 (\$60 Registration fee, \$50 Supply fee and \$77.25 June 2023 tuition deposit) due at time of registration
- 1 payment of \$695.25 charged (credit card) September 1, 2022
- 1 payment of \$660.50 (5% discount) if paid by cheque dated September 1, 2022

4 Year Old Program (3 classes/week)

Monthly Installment Plan – \$144.20/month

- 1 payment of \$254.20 (\$60 Registration fee, \$50 Supply fee and \$144.20 June 2023 tuition deposit) due at time of registration
- 9 payments of \$144.20 (credit card or post dated cheque) charged 1st of each month, for the months of September 2021 through May 2022

Single Payment Plan – \$1297.80

- 1 payment of \$254.20 (\$60 Registration fee, \$50 Supply fee and \$144.20 June 2023 tuition deposit) due at time of registration
- 1 payment of \$1297.80 charged (credit card) September 1, 2021
- 1 payment of \$1232.91 (5% discount) if paid by cheque dated September 1, 2022

Late Payment Policy

Dishonoured cheques or missed payments

- If families miss a payment, they must contact the HCA Administrator to submit a payment within the first 10 days of the month. If two months of payments are missed the child's registration will be cancelled
- Dishonoured cheques will incur a fee of \$40.00 per incident. If two dishonoured cheques are received we will require cash payments for the remaining program fees.
- Family accounts must be in good standing in order for future registrations to proceed. If a family is in arrears at September start, the child will not attend class and registration will be cancelled.
- HCA Administration will send reminder emails for late payments

Financial Assistance

If you are unable to pay all or a portion of the program fees due to adverse financial circumstances, please speak with our program teachers to discuss potential support options that might be available to your family. Government subsidy information can be found at:

<http://humanservices.alberta.ca/financial-support/15104.html>

Withdrawal from Program

The \$60 registration fee is non-refundable.

Our **Refund Policy** requires that:

- Written notice of withdrawal is received by the registrar one full calendar month before the withdrawal occurs. Prepaid fees for June will then be refunded.
- If written notice is not provided one full calendar month in advance, prepaid fees for June will not be refunded and we reserve the right to process a tuition payment for an additional month.
- If you have paid for the entire year, you will receive a refund for the months not attended after withdrawal.
- There will be no tuition refunds for the months of April, May and June for withdrawals made after March 1, 2023 (even with advance notice).