PAYMENT POLICY

Tuition (if applicable) is due each month as follows:

MW or TTh - $115       MWF - $148       4 day - $190

Tuition is based on the average number of class days per month and is the same each month.

• Tuition is due the first week of each month unless special arrangements have been made with the Coordinator.

• Tuition not paid by the 15th of the month will be considered delinquent and a late fee of $15 will be charged. In the event that tuition and applicable fees are unpaid at the end of the month, your child will be removed from the rolls.

• Tuition checks should be payable to MCSD & placed in the envelopes provided and dropped in the white box marked "TUITION" located outside of the Coordinator’s office. In order to process payment correctly, please fill the envelope out completely.

• Cash payments should be made in person to the Coordinator, who will provide a receipt.

PLEASE DO NOT PUT CASH IN THE BOX!

• Refunds are NOT issued for days missed. If a child misses two consecutive weeks because of illness, you will receive a credit for the following month.

• If a check is returned to us unpaid, a $15 fee will be charged.

TAX ID #

If you claim your child’s tuition as a childcare expense on your taxes the Tax ID number is 87-6000503