#### Finances

Boiling Springs First Baptist Church Member Discount: A 10% discount is given to financially supporting and regularly attending members ofBoiling Springs First BaptistChurch and First Baptist North Spartanburg. Any change in status from these stated qualifications for the member rate will necessitate a recalculation of tuition fees at the point of change. It is the responsibility of the parents to inform the school if and when a change occurs.

Family Discount: For a family with more than one child enrolled, a 5% discount for each child will be given on the combined tuition rate. There can only be a maximum combined discount of 15%.

All discounts apply to preschool academic tuition only. No discounts are given for Extended Care or summer care fees.

## Non-Tuition Expenses

There may be additional costs for class projects assigned throughout the year, but every effort is made to keep these costs at a minimum. It is not possible to predict an exact amount and much of this will depend on individual choices made by students and parents.

Registration Fee: The registration fee is non-refundable and due at the time of registration.

Activity Fee: This fee provides for textbooks and consumables. The activity fees will be due by June 1. The activity fees are non-refundable. (See Tuition Page for Rates)

Early Arrival: Early arrival is available for SCDS students beginning at 7:00 A.M. for any child registered for extended care ONLY until 5:45 P.M. at no additional charge.

Extended Care: Extended care is available until 2:00 P.M. or 5:45 P.M. only for students enrolled in our morning preschool and K5 classes. Extended care will be charged as part of your tuition based on the length of time your child will be at SCDS daily. (Please see tuition rates.) If you choose to enroll your child in extended care, your child will be enrolled for the number of days per week he/she is in class. The same early withdrawal/tuition refund policy will also apply to extended care.

Returned Check Fee: A fee of $35.00 will be assessed to your account for any returned checks/online payments. This is to offset the cost our bank charges us when a check/online payment is returned.

Preschool Late Pick-Up Fee: Students picked up ten minutes after the scheduled dismissal time will be considered late and therefore charged a flat late fee of $10.00 and $1.00 per minute thereafter. A Late Pick-Up Form will be sent home listing the time your child was picked up and the amount of the late fee that is due. You may return this fee to the tuition payment box the next day that your child comes to school. Three late pick-ups from the morning preschool program may result in dismissal from the program per director’s discretion.

Extended Care Late Pick-Up Fee: Extended care classes close at 2:00 P.M. and 5:45 P.M. each day. Students picked up after 2:00 P.M. or 5:45 P.M. will be charged $10.00 for the first 10 minutes and an additional $1.00 per minute thereafter. A Late Pick-Up Form will be sent home listing the time your child was picked up and the amount of the late fee that is due. You should return this fee to the tuition payment box the next day that your child comes to school. Three late pick-ups from the Extended Care program may result in dismissal from the Extended Care program per director’s discretion.

### **Payment Procedure**

#### Invoices are emailed by the 10th business day of each month. Payment is due by the 1st of each month and considered late after the 5th of the month. Billed items include tuition and book & activity fee.

Payment options include:

* Cash or Check (You may mail or place your tuition in the drop box in the SCDS reception area.) Please complete a payment envelope to go with your payment. **If paying in cash, please bring the exact amount owed. The SCDS office does not keep cash on hand for change.**
* E-Check (online option only) Please refer to the email in your invoice for information on how to pay your bills online.
* **SCDS does not accept debit or credit cards.**

Late Payments:

* Accounts not paid in full by the late date (5th of each month) are assessed a $35 late fee.
* Students will not be allowed to attend class when their accounts become 30 days delinquent. Students are subject to dismissal if their account is not brought current within one week of the suspension. Students will be suspended only once during a school year for a delinquent account. Any subsequent suspension for non-payment may result in the student’s dismissal from SCDS.
* Accounts must be current at the following checkpoints during the year:
* Re-enrollment – account must be current before application and fee(s) are accepted to hold student’s place(s) for the following year.
* Beginning of school – account must be paid through August before student(s) may attend school.
* **May tuition must be paid in full by May 5th for your child to stay in school.**

## Withdrawal fee:

* **Withdrawal prior to beginning of school year before June 1-**The parent is obligated to pay the Activity fees per student billed through the date of withdrawal.
* **Withdrawal prior to beginning of school year after June 1**- A $300 withdrawal fee per student is assessed and parents are obligated to pay the Activity fees per student and all tuition fees billed through the date of withdrawal.
* **Withdrawal during the school year from Pre-School Mornings, Extended Care or BOTH** willconstitute a $100 processing paperwork fee and a $300 withdrawal fees per student and payment for number of days enrolled. **(Updated January 2024)**

## A Tuition and Fees Schedule is published separately and is a detailed list of all charges assessed by SCDS.

Tuition Payment Plans (a $100.00 administrative fee will be incurred for payment plan changes after June 28):

* Annual Plan – Prepayment of all tuition by June 28, *receive a* *3% discount\**
* Monthly Plan – Amount varies depending on month of enrollment.

*\*Discount applies ONLY if payment is received by a specified due date.*

# **2024-2025 WITHDRAWAL POLICY**

* Enrollment at SCDS is a commitment for the entire year.
* Parents who wish to withdraw their student from school must notify the director to initiate withdrawal procedures.
* Parent-choice withdrawal is defined as withdrawal for any reason other than 1) parental job change or transfer which results in the student’s relocation more than 50 miles from the campus 2) termination of enrollment by Administration (expulsion, etc.). Penalties for parent-choice withdrawal are listed below:
* **Withdrawal prior to beginning of school year before June 1,** the parent is obligated to pay the Activity fees per student billed through the date of withdrawal.
* **Withdrawal prior to beginning of school year after June 1**, a $300 withdrawal fee per student is assessed and parents are obligated to pay the Activity fees per student and all tuition fees billed through the date of withdrawal.
* **Withdrawal during the school year from either SCDS Morning, Extended Care, or Both** will constitute a $100. processing paperwork fee and a $300 withdrawal fee per student and payment for number of days enrolled.

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_