

From the Treasurer....

In this document you will find common questions and answers that we often receive in relation to tuition and payments made to the school. Our hope is that this will be a quick reference sheet for you to use if you have a question throughout the year. If your question isn't answered in the information provided below, please feel free to contact us!

gocptreasurer@gmail.com

How much is tuition for my child?

Twigs (ages 4/5) \$165/month

Sprouts (age 3) \$125/month

How will I be billed for my tuition payment?

An invoice will be sent to the email address provided for your child at registration on the 15th of the month for the following month's payment. (If you need to change the email address, please contact gocptreasurer@gmail.com with the new address)

When is my tuition due?

All tuition is due on the 1st of the month. Payments are considered late on the 10th of the month. A \$50 late fee will be added to the current month's tuition if payment is made after the 10th of the month. Failure to pay will result in a written warning, verbal warning and ultimately dismissal from the school.

Tuition can be paid on a monthly basis, or per semester. We encourage families to pick the payment schedule that works best for their family.

What forms of payment do you accept?

We accept check or electronic payment via Paypal.

- If you are paying by check;
Place checks in the payment box at the school (located on top of the cubbie bookcase at the entrance to the school/basement for Sprouts).
Checks should be made payable to Geist Orchard Cooperative Preschool. Please write your child's name and the month of payment of the memo line of your check.
- If you are paying via Paypal, it is important that you set up your payment as "Friends or Family." This will ensure that there is not a fee paid to Paypal. Fees can be up to \$6 per transaction. We want all of the tuition money to go to the school and your children, not Paypal fees! Please see the attached document GOCP Paypal Screen Print Directions for instructions on how to set this up on the Paypal website or app.

Are there any fees in addition to tuition?

Yes. There is a \$50 supply fee for each semester. These fees are collected in September and February. This fee will be included on your September invoice. This fee covers classroom supplies such as paint, glue, paper, art projects and crafts, etc throughout the school year.

All families are charged the supply fee, per child....not per family. If you are a new family and have paid a deposit and last month's tuition, you will receive an invoice for the \$50 supply fee in September along with September tuition.

Field Trips- Periodically each class will take a field trip. Some of these field trips are free, others have a small fee. Families are required to pay this fee per family member attending. Fees will be added to the monthly invoice in which the field trip will occur.

What if I purchase something for the school and need to be reimbursed?

All purchases made for the school must be approved by the teacher and/or the treasurer. **Purchases made without the knowledge of teacher/treasurer will not be reimbursed.** If a purchase is approved and

made, you will need to complete a reimbursement form and submit it to the treasurer. Please contact gocptreasurer@gmail.com to obtain a reimbursement form.

