

## **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](mailto:gocptreasurer@gmail.com)

### **Why is tuition going up this year?**

There are a few reasons for tuition being increased this year;

- The fees by our yoga and music contractors have slightly increased for the upcoming school year. Tuition has been adjusted to cover these costs so we can continue to offer these educational and fun activities for the kids.
- GOCP will be temporarily moving to the church basement in the late winter months this year. We normally have our largest fundraiser, the Geist Kids Sale during this time. Due to the move, the board has determined that we will not be having the Kids Sale this year. The sale usually brings in approximately \$1600 in fundraising to cover our expenses and provide activities for the kids. Since we will not be having the sale, tuition has been raised approximately \$7/per child to cover the loss in fundraising.

This increase is not something the board took lightly. We discussed it at great length, as we wanted to keep tuition fees reasonable for families but still continue to cover the costs of running the school successfully. GOCP is still a great value and remains one of the least expensive preschools in both the co-op and private preschools in our area.

## How much is tuition for my child?

Twigs (ages 4/5) \$155/month

Sprouts (age 3) \$115/month

Both fees of tuition for Twigs and Sprouts include yoga and music fees.

## 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 15<sup>th</sup> of the month for the following month's payment. (If you need to change the email address, please contact [gocptreasurer@gmail.com](mailto:gocptreasurer@gmail.com) with the new address)

## When is my tuition due?

All tuition is due on the 1<sup>st</sup> of the month. Payments are considered late on the 10<sup>th</sup> of the month. A \$5 late fee will be added to the current month's tuition. 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). **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 setup your payment as "Friends or Family." This will ensure that there is not a fee paid to Paypal. Fees can be up to \$4 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. An invoice will be sent out to each family. 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 first month's tuition, you will receive an invoice for the \$50 supply fee in September (you will not be required to pay September tuition, as it was included in your registration fee). If you are a returning family, this amount will be added to the September invoice for 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 collected by one of the following; class representative, teacher or treasurer prior to the field trip.

### **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](mailto:gocptreasurer@gmail.com) to obtain a reimbursement form.