

**GOOD SHEPHERD SCHOOL
TUITION AND FEES SCHEDULE AND POLICY
2025-2026**

REGISTRATION FEE - \$85 for each student

A non-refundable application fee is required for each student, payable upon submission of the online registration form.

TUITION DEPOSIT - \$200 for each student

Tuition deposits are required for each student, payable upon submission of the online registration form during the registration window in February; when a spot becomes available for those on the waitlist; or when applying during the school year. Tuition deposits are credited toward September's tuition and are refundable **only** if enrollment is withdrawn prior to May 31, 2025.

Enrollment is important for Good Shepherd School (GSS) to plan for the forthcoming year and the ordering of classroom resources and supplies. Enrollment beyond the stated deadlines means being placed on the waiting list with no guarantee of placement for the 2025-2026 school year. Returning families whose accounts are in default at the time of enrollment may not re-enroll until their account is brought current.

TUITION FOR THE 2025-2026 ACADEMIC YEAR

CLASSROOM/HOURS	DAYS	MONTHLY RATE
Infants, Transitions and Twos 9am-2pm	1 day	\$173.25
	2 days	\$320.25
	3 days	\$462.00
	4 days	\$582.75
	5 days	\$693.00
3's and 4's 9am-12pm	3 days	\$299.25
	4 days	\$357.00
	5 days	\$409.50
Lunch Bunch for 3's and 4's 12pm-2pm	1 day	\$73.50
	2 days	\$126.00
	3 days	\$178.50
	4 days	\$231.00
	5 days	\$273.00
	Drop In	\$20.00/day
PreK 9am-2pm	5 days	\$682.50

TUITION PAYMENT SCHEDULE

Tuition at GSS is an annual tuition, September-May, with elective programs offered June-August. Lunch Bunch and Extended Care payments are in addition to tuition. Tuition payments are due by the 1st and late after the 15th of each month, September-May for the school year and June-August if enrolled in the summer program. A discount of 5% *on all fees* will be given to families of three or more enrolled children. Credits or refunds of tuition cannot be given when a child is absent, regardless of the reason, including but not limited to, vacation, scheduled holidays, school closings, epidemics, etc. Tuition is billed according to the payment schedule parents choose. Options include:

1. *Annually: a one-time payment due on or before September 15;*
2. *Semi-annually: two payments due on or before September 15 and January 15;*
3. *Monthly: nine (9) payments due on or before the 15th of each month, beginning September 1st through May 1st;*
4. *Or equal payments beginning the month of enrollment through May (applies only to enrollment after September 1).*

EXTENDED CARE FEES FOR THE 2025-2026 ACADEMIC YEAR

GSS provides Extended Care on full school days for ages 3 months-5 years old. Extended Care is based on availability and must be reserved in advanced, entitling your child to come between the hours of 7:30-9:00am and 2:00-6:00pm. Only children enrolled for monthly Extended Care are eligible to attend school during holiday periods, if available, when the school is otherwise closed. Charges are billed on a monthly basis with your regularly scheduled tuition.

CLASSROOM/HOURS	DAYS	MONTHLY RATE
Extended Care 7:30am-9am 2pm-6pm	1 day	\$115.50
	2 days	\$189.00
	3 days	\$262.50
	4 days	\$315.00
	5 days	\$362.25
	Drop In	\$15.00/hour

FEES FOR THE 2025-2026 ACADEMIC YEAR

FEE	AMOUNT	DUE DATE / PENALTY INCURRED
Late Payment Penalty	\$25.00/each missed payment	1 day after due date
Withdrawal Penalty	One month's tuition	at time of incident without a 30 day notice
Late Pickup Fee	\$10.00 for first 5 minutes, \$1 for every minute after	at time of incident
Returned Payment Fee	\$25.00/each returned check	at time of incident

REGISTRATION AGREEMENT

The Registration Agreement becomes effective when the school office receives the submitted online registration form and the tuition deposit is paid. The agreement is contingent upon the successful completion of the current school year for those re-enrolling.

As set forth in the Registration Agreement, parent(s) have a binding and unconditional obligation to pay tuition and all applicable fees when due. By signing the Registration Agreement, you agree to accept all applicable conditions as outlined in this Tuition and Fees Schedule and Policy.

WITHDRAWAL PENALTY

Based on the signed registration agreements, GSS allocates resources to staff positions, salaries, and classroom supplies for the entire school year. When a student withdraws before completing the school year or after enrollment, it creates additional financial strain and may prevent another child on the waiting list from attending GSS. **Notice Requirement and Penalty:** Families who wish to withdraw their student(s) from GSS during the school year are required to provide at least one month's notice prior to the withdrawal date. If the required notice is not given, the family will be responsible for paying the equivalent of one month's tuition.

By signing the Registration Agreement, families acknowledge and agree to the withdrawal policy, including the withdrawal fee, which is based on the tuition rate for the school year in which the Registration Agreement applies. This withdrawal fee must be paid in full at the time of withdrawal.

ACCOUNTS IN DEFAULT

GSS believes that parents have both a legal and moral obligation to pay all tuition and fees as outlined in their Registration Agreement and to do so in a timely manner. It is the responsibility of the parent(s) or guardian(s) to notify the school in advance if they are unable to meet financial obligations by the due date and to make alternate arrangements. Failure to do so will result in the account being considered in default. **Late Payment Process:**

- If payment is not received by the due date, a statement will be sent on the first working day following the 15th, along with a \$25 late fee.
- If the payment and late fee are not received within one week, a follow-up letter will be sent.
- By the 1st of the following month, a final letter for collection will be issued by the School Board Chair.

- If an account is 60 days past due, it will be referred to the Board's legal counsel for collection procedures, and the school will notify the parent(s) that the student(s) must withdraw from the school.

Re-enrollment and Account Resolution: If payment or an arrangement is made with the Director within two weeks of dismissal, the student may return to school if space is available. However, re-enrollment will not be considered official until a non-refundable registration fee is received, and all outstanding fees are paid in full. **Payment Application:** Any payments made will first be applied to past-due charges before being applied to current charges. **Consequences of Non-Payment or Late Payment:** Failure to meet financial obligations may result in, but is not limited to, the following consequences: withholding of records, suspension or dismissal from school, denial of re-enrollment for the following term, imposition of reasonable late fees, collection fees, attorney's fees, and costs for enforcement, to the extent permitted by law. Accounts in default may be turned over to a third-party collection agency.

SCHOLARSHIPS

Financial aid is available for families who require assistance. Prospective families are encouraged to pick up a scholarship packet from the school office. Completed forms must be submitted by **May 1** for consideration. All submitted applications will be reviewed, and families will be notified by **August 1** regarding the status of their financial aid for the upcoming school year.

The Scholarship Committee hopes that applicants seeking aid will be able to contribute towards the total tuition cost. Please indicate the amount you are able to pay on your application. Financial aid is awarded on a yearly basis. While aid for returning students cannot be guaranteed, every effort will be made to continue support if financial circumstances warrant and if funds are available. For more information, please feel free to call or visit the school office.

OTHER

The parents/guardians agree as signified by their signatures of the Registration Agreement to abide by all rules, regulations and policies of GSS including those contained and/or amended in the GSS Parent Handbook and Permissions and Releases form. Parents/guardians understand that the student may be dismissed because of poor academic performance, inappropriate behavior, violation of school policy, or if in the best interest of the school or school community. GSS also retains the right to regulate inappropriate behavior of parents and other adults or children connected to the student(s).

The hiring and retention of faculty and staff is in the sole discretion of GSS. Disagreement with a hiring or retention decision made by GSS shall not diminish the enforceability of the Registration Agreement or this Tuition and Fee Schedule and Policy.

GSS reserves the right to suspend or modify school operations in the event of an "act of God," government action, terrorism, or epidemic. GSS also reserves the right to modify curriculum, schedule and programming. GSS does not give any guarantee of educational outcomes. Parents agree to pay for damages caused by their children.

Good Shepherd School accepts children regardless of race, color, religion, ability to pay or special needs. Our mission is to provide a safe, stimulating and exceptional learning environment that fosters the educational, spiritual and social development of children and prepares each one for life-long learning.