



ASHLAND COMMUNITY PRESCHOOL

ACP Fees

ENROLLMENT FEES

In order to fully enroll for the school year, a series of one-time fees are required. Not every fee is paid every year, and some fees will be prorated for midyear enrollments. In most cases, tuition and fees are nonrefundable.

Activity Fee - \$55

A non-refundable \$55 activity fee is due when you submit an application to enroll. Every family is required to submit a new application each year. For returning families, applications for the next school year are due in February.

First Month Tuition

Your first month of tuition is due at enrollment and is non-refundable. Your child's spot at ACP will not be reserved until this is paid. It will be applied to September 2020 (or your first month of class).

Cleaning Supply Fee - \$16

This fee covers classroom cleaning supplies, like paper towels, tissues, soap, etc.

Background Check Fees - \$49

A state police fingerprint background check is required and is valid for 5 consecutive years upon completion. Cost \$39. A Department of Social Services background check is required and is valid for 3 consecutive years upon completion. Cost \$10. These fees are paid directly to the agency by ACP and cannot be prorated.

ACP T-Shirt Fee - \$15

Students are required to wear green ACP t-shirts on field trips. Additional shirts are available for parents and siblings, if desired. A portion of the purchase cost will be applied to Family Fundraising.

OTHER FEES

Family Fundraising - \$100

Each family is required to earn \$100 by May 1, either through fundraiser participation or direct payment.



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Sibling Fee - \$5/month

A \$5 monthly fee is required for all un-enrolled siblings 18 months or older who accompany a working parent. This fee covers consumables and should be added to monthly tuition payments.

CPR/First Aid Certification

The Department of Social Services requires all parents to be certified in Adult/Child CPR and First Aid. A certificate is usually valid for two years. You will pay any certification fees directly to your provider.

Medical Documentation Fees

Some medical providers may charge a fee for medical documents required for enrollment: Virginia School Entrance Health Form for each student, Report of Tuberculosis Screening Form for each working parent.

Electronic Payment Fees

Some electronic tuition payment methods will incur bank processing fees. Paying via our family portal (Jovial) will cost \$2 per transaction. Families are required to pay the 2.2% + .30 transaction fee for payments made via PayPal (goods & services only): \$2.88 for 2 day, \$3.93 for 3 day, \$5.14 for 4 day, \$6.35 for 5 day, +\$1.40 for KPrep.

Late Payment Fees

Tuition is due on the first day of each month and is considered late if paid after the 5th day of the month. A \$10 late fee will be incurred if tuition is not paid by the 5th. If still unpaid by the 15th, a \$20 late fee will be charged. If payment is not received by the end of the month, enrollment will be terminated. Note: Parents may submit a written request to the Board for an alternate tuition due date, if needed.

Insufficient Funds

Bounced checks will incur a \$25 insufficient funds fee.

Late Pickup Fee (Rare)

Parents who are habitually late to pickup will be charged a \$1 per minute late fee. This fee will only be applied after a verbal warning from the Directress and written notice from the board.