

Butler Extended Day Program

Tuition Policies and Payment Schedule 2022-23

Please read the following tuition information, and save this sheet for reference during your child's year in the program.

PAYMENT SCHEDULE

Yearly tuition is divided into 10 equal payments, due on the first day of each month September through June.

DEPOSIT AND REGISTRATION FEE: A deposit and a registration fee are due with each application. Deposit rates for each program option are listed on the tuition and fee sheet and the application. *The deposit is applied to the June payment.* Families that withdraw before the end of the school year forfeit their deposit. The registration fee is not part of the yearly tuition and is non-refundable unless BEDP cannot admit your child to your choice of program(s) and/or requested schedule or your child is not assigned to the Butler School. The deposit is non-refundable after August 1, except as noted above.

BILLS: You will receive a bill from Brightwheel 14 days before your payment is due. If you do not receive a bill, or believe that your bill is incorrect, please contact Judy Paratore, the BEDP bookkeeper at bookkeeper@bedp.org. You are responsible for making tuition payments for all months that your child is enrolled in BEDP.

PAYMENTS: BEDP uses Brightwheel billing for secure online payments. You may set up the option to make online payments in Brightwheel, including enrollment in autopay. You may also pay by check or money order or through your own bank's bill pay option. Checks should be made payable to Butler Extended Day Program or BEDP and have your child's name in the memo section.

WHERE TO SEND PAYMENTS: c/o Judy Paratore, 8 Dana Road, Belmont, MA 02478. BEDP Staff cannot accept payments from parents.

LATE PAYMENTS/FAILURE TO MAKE PAYMENTS: Payments are due on the first day of each month, September through June. Any payment received after the 6th day of the month is considered late and is subject to the late payment fee of 20.00. Payments not made within 30 days of the due date may result in the dismissal of your child from the program. Exceptions to this policy are made at the discretion of BEDP. If you are paying off a past due balance, you may be required to make weekly payments in advance for your child's current tuition.

ADJUSTMENTS/REFUNDS: Tuition charges are based on the number of days that your child is enrolled per week. *No refunds are given for absences from the program.* Schedule changes, withdrawal from a BEDP program and other special situations should be discussed with Pam. All schedule changes should be arranged the month before they are to take effect. Families that enroll a child in BEDP in the middle of a billing cycle will have their bills for that cycle prorated.

BEDP TAX ID NUMBER (EIN)/Legal Name: 04-2767370; Butler Extended Day Program, Inc.

RECEIPTS: Parents have access to a record of all payments made through Brightwheel. If you make an offline payment, you will receive a receipt for that payment as soon as it is recorded in Brightwheel by Judy. Once she has posted your offline payment, you will be able to see it in Brightwheel by logging on to your account on the web.

QUESTIONS OR PROBLEMS: Any questions about your bills, payments made, or problems meeting the payment schedule should be directed to Judy Paratore: bookkeeper@bedp.org or Pam Curtis: pam@bedp.org.