

## TUITION PAYMENT SCHEDULE AND POLICIES 2016-17

### PAYMENT SCHEDULE

Yearly tuition is divided into 5 equal monthly payments. There is a 10% sibling discount for families having 2 or more children enrolled in a BEDP program 5 days per week.

**Deposit/Registration Fee:** A deposit and registration fee is due with the application. The amounts are printed on the application. The deposit, but not the registration fee, is applied to the May/June payment.

**Payments:** Tuition is due September 5, November 5, January 5, March 5 and May 5 of each school year. When the 5<sup>th</sup> of any month falls on a weekend or school holiday, the payment is due the next school day. Parents may opt to pay monthly, although bills will be sent every two months. Parents who wish to pay monthly should let the program bookkeeper know when they enroll. Families who receive financial aid or have state vouchers will be automatically placed on a monthly payment schedule.

**BILLS:** A bill will be emailed to you approximately 10 days before the next payment is due. Anyone who would like a paper bill sent through the mail should contact the bookkeeper, Judy Paratore. If you do not receive a bill, or believe that your bill is incorrect, please contact Judy by email: [judyparatore@gmail.com](mailto:judyparatore@gmail.com). You are responsible for making tuition payments for all months that your child is enrolled.

**WHERE TO SEND PAYMENTS:** All payments should be by check or money order, made payable to "Butler Extended Day Program" or "BEDP". Payments should be mailed or brought to BEDP at the Butler School. You may mail the payment to 90 White Street, put it in the BEDP mailbox in the Butler School office or place it in the tuition envelope just inside the door in room 013. You may also arrange with your bank to have your payment sent directly from them to BEDP.

**LATE PAYMENTS/FAILURE TO MAKE PAYMENTS:** Late payments are subject to a late payment fee of \$10.00. Payments not made within 30 days of the due date will result in the dismissal of your child from the program. Exceptions to either of these policies are made at the discretion of BEDP and must be discussed with Pam Curtis. 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. Parents who have problems meeting the payment schedule should discuss their situation with Pam *before* they are late with a payment.

**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 who enroll a child in BEDP after a month has begun will have their bills adjusted to reflect the missed days. Deposits for admitted families are refundable, less a 25.00 registration fee, until August 1. After August 1, the deposit is non-refundable. The registration fee is refundable only if BEDP is unable to offer a family enrollment in the program on a schedule that the family will accept.

**BEDP TAX ID NUMBER (EIN): 04-2767370**

**RECEIPTS:** BEDP does not routinely issue receipts for payments made. If you need a receipt, please let Judy know when you make a payment. You may include your own receipt or form with the payment for her to complete and sign or a copy of your invoice. Receipts can be emailed.

**QUESTIONS OR PROBLEMS:** Any questions about your bill, payments made or your balance should be directed to Judy Paratore (email above). Difficulty meeting the payment schedule, inability to pay and changes that you wish to make to your child's schedule should be directed to Pam Curtis. Call 617-484-8913 or email [pam@bedp.org](mailto:pam@bedp.org).

### FINANCIAL AID

A limited amount of financial aid will be available each year, subject to review by the board. If, in the opinion of the board, the program is not able to provide financial aid in a given year, the aid program will be suspended until further notice. Families who wish to apply for financial aid must complete the BEDP financial aid application and submit the required supporting documents. Aid is given in the form of partial tuition waivers each month. Families that receive financial aid are responsible for making timely payments of their portion of the tuition. An offer of financial aid in one school year does not automatically extend to subsequent years. Families must apply for aid each school year that they wish to be considered for it.

### VOUCHERS:

BEDP has a voucher contract with the Child Care Circuit in Lawrence. Parents who have CCC vouchers or who think that they might be eligible should contact Pam Curtis. For information about the voucher program, contact the Child Care Circuit or the Department of Early Education and Care.