

- **Tuition** is due by the **FIRST** of each month. **Please pay on time and include your personalized tuition invoice.** Payments may not be accepted without an invoice. If there is more than one child per family enrolled during the same school year, full tuition will be charged for the oldest child. A 10 percent tuition discount will apply to younger siblings' class(es). Check the schedule below for the monthly amounts.
- **Grace Period:** A grace period for all payments extends through the 10th of each month. **Payment not received by the 10th should INCLUDE a \$25.00 late fee.** There is a \$25.00 charge for all returned checks.
- **Payment for the May 2017 tuition is due on June 1, 2016 for current PNS families and on March 1, 2016 for new families.** Please make your payment promptly to reserve your child's spot.
- **Materials fee:** The first half is due with your May 2017 tuition deposit and the other half of the materials fee is due with the January 2017 tuition. (See Payment Schedule below.)
- **Discount for Early Payment in Full:** You are entitled to a 3 percent discount off tuition if payment in full for the 2016-2017 school year is received by Wednesday, September 9, 2016. Leah and Jason Fogarty, Assistant Treasurers, will be in contact over the summer with your prepay amount.
- **Checks:** Please make your checks payable to "Providence Nursery School, Inc." The name of your child must be printed on the memo line. Put all the tuition checks in the black PNS mailboxes in the hallways or in the purple Treasurer's box in the Music Room, or you may mail your checks to PNS Treasurer, at 9019 Little River Turnpike, Fairfax, VA 22031. Don't forget a copy of your tuition invoice with each check.
- **Reminder:** All requests for tuition refunds must be *in writing* and require *thirty days notice*. See the Bylaws paragraph 8.2 for details. The May 2017 tuition deposit will not be refunded after 30 days of its due date.

**Payment Schedule 2016–2017**

Due Date	Child's Day Out	Two Year Olds	Three Year Olds		Four Year Olds	
	CDO	2's	3's	3-4's	3-4's	4's
June 2016 (tuition for May 2017) + materials fee = Total Due	\$233 +\$50 = \$283	\$197 +\$53 = \$250	\$246 +\$88 = \$334	\$246 +\$88 = \$334	\$298 +\$127 = \$425	\$298 +\$127 = \$425
September 2016	\$233	\$197	\$246	\$246	\$298	\$298
October 2016	\$233	\$197	\$246	\$246	\$298	\$298
November 2016	\$233	\$197	\$246	\$246	\$298	\$298
December 2016	\$233	\$197	\$246	\$246	\$298	\$298
January 2017 + materials fee = Total Due	\$233 +\$50 = \$283	\$197 +\$53 = \$250	\$246 +\$88 = \$334	\$246 +\$88 = \$334	\$298 +\$127 = \$425	\$298 +\$127 = \$425
February 2017	\$233	\$197	\$246	\$246	\$298	\$298
March 2017	\$233	\$197	\$246	\$246	\$298	\$298
April 2017	\$233	\$197	\$246	\$246	\$298	\$298
May 2017	N/A	N/A	Lunch Bunch fee only (if applicable)			
<b>Buy-Outs Add per Month:</b>	N/A	\$48	\$56	\$48	\$48	\$48
<b>Sibling Discount- Subtract per Month:</b>	\$23	\$20	\$25	\$25	\$30	\$30

- **Lunch Bunch:** Lunch bunch fees can be included in your tuition check. You may also pre-pay at any time during the year but you will not receive the prepay discount for lunch bunch costs. **Lunch bunch daily drop-in is \$9/day.** Parents must check with the teacher covering lunch bunch to ensure there is enough space for drop-in. Monthly lunch bunch cost is as follows:
  - \$30/month – for attending one day a week
  - \$60/month – for attending two days a week
  - \$90/month – for attending three days a week
  - \$120/month – for attending four days a week
- **Substitutes:** If you substitute in a class for a teacher/aide or for an open buy-out day (not swapping with another parent for your regularly scheduled days) then you may earn volunteer hours for your time or take a tuition discount of up to \$45 for each time you sub. Contact Leah Fogarty if you have any questions.
- **Tuition Assistance:** Tuition assistance is available on a limited basis for those in need. You may obtain a confidential application by contacting the President. Applications must be received no later than June 1, 2016 for the 2016–2017 school year.