



A *love* for God.  
 A desire to *learn*.  
 A commitment to *serve*.

# SAN JOSE CHRISTIAN SCHOOL

## ICC & Preschool Financial Policies

### 2026-2027

#### Application/Enrollment Fees

- Re-enrollment fee for current families \$300/student (non-refundable)
- A one-time application fee \$150/1<sup>st</sup> student (non-refundable)
- Gesell screening fee (JK/K readiness) \$ 25/additional student (non-refundable)
- New student enrollment fee \$ 75/Current preschool student (non-refundable)
- New student enrollment fee \$300/student (non-refundable)

#### Program Schedule

Full Day Hours 8:00am – 5:00pm (pickup time before 5pm is flexible, please coordinate your expected pickup time with the Preschool Director)

#### Tuition Schedule and Fees\*

		<u>2 Days</u>	<u>3 Days</u>	<u>4 Days</u>	<u>5 Days</u>
Infant Care Center (ICC)	Full-Days /Month	\$1,535	\$2,025	\$2,430	\$2,755
Ages: 3 months – 24 months					
Preschool	Full-Days /Month	\$1,055	\$1,345	\$1,605	\$1,880
Ages: 2+					

#### Drop-in Rates

ICC	Pre-Arranged Drop-In Rate (space permitting)	\$200 per day
Preschool	Pre-Arranged Drop-In Rate (space permitting)	\$150 per day

#### Preschool/ICC Extended Care Hourly Rate (\$10.25 per hour from 5:00 - 5:30 pm)

Preschool/ICC Extended Care charges are calculated based on monthly usage. Charges will be invoiced each month through FACTS with payments to SJCS due by the 15<sup>th</sup> of the month and delinquent on the 25<sup>th</sup> of the month. A late fee of 5% of the late balance or \$5 (whichever is greater) will be applied to all delinquent accounts.

#### Multiple Student Discounts

First child enrolled	Full Tuition
Second child enrolled	3% off child #2 tuition
Third (and each subsequent) child enrolled	5% off child #3 tuition

#### Late Fees

1. Late Pick-Up Fees after 5:30 pm: \$5 for the first 5 minutes and \$5 each minute thereafter
2. Late fee charges will be invoiced each month with payments to SJCS due by the 15<sup>th</sup> of the month and delinquent on the 25<sup>th</sup> of the month. A late fee of 5% of the late balance or \$50 (whichever is greater) will be applied to all delinquent accounts.



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## Tuition Payments

1. School Policy: All monthly tuition must be paid through the FACTS Management electronic payment plan (unless the full-year tuition is paid in advance). Payments are automatically processed through your designated bank account on the 5th of each month. A \$30 fee is assessed to your bank account for each FACTS payment attempt that is denied. After a 3rd attempt is denied, your account is referred back to SJCS for collection at which time SJCS will assess additional late fees. Any changes to your FACTS account (e.g., changing bank details or payment dates) require a minimum one-week notice to the SJCS Accounting Office.
2. The full-year preschool tuition (either 10- or 12-month) may be paid in advance. A 2% discount will apply to full-year payments.

## Withdrawal

1. A formal written notice of withdrawal must be submitted to the Preschool Director at least 30 days prior to the child's final date of attendance.
2. For the monthly payment plan, the withdrawal month is a full payable month regardless of the reason for leaving; this payable period extends to 30 days from the date the notice is received. Full monthly tuition remains due and non-refundable even if the student attends for only one day of that month.
3. Refunds for pre-paid tuition are calculated on an individual basis, excluding any month in which the student was in attendance. Any month a student attends is considered a payable month.
4. Final tuition payment, all late fees and charges must be made by the end of withdrawal date.

## General Provisions

1. Accounts 30 days or more past due may be referred to our collection services.
2. Unexcused delinquency in tuition payments may result in termination of enrollment.
3. In the event a child is absent due to illness, personal vacation, personal holiday observance, or disciplinary dismissal, no portion of your paid or outstanding tuition will be refunded, canceled or pro-rated.
4. No accommodations will be made to make up days due to infant care & preschool closures or child's absences. All additional days outside of the child's regular attendance days will be considered and charged as a drop-in.
5. Assessments will be made to cover damage to school property (including breakage of windows, abuse or loss of books, etc.).
6. The application fee, screening fee, enrollment fee, and annual re-enrollment fee are all non-refundable.
7. Transitioning from Preschool Dragonfly or Firefly classes to the JK/K program incurs an enrollment fee and a \$75 readiness screening fee, both processed via FACTS.
8. Students are automatically re-enrolled for the following school year and invoiced through FACTS for the re-enrollment fee. To avoid this non-refundable charge, a written notice of withdrawal must be received by SJCS no later than February 26, 2027. In the event SJCS does not receive a written notice of withdrawal on or before February 26, 2027, the non-refundable re-enrollment fee shall be due and payable by the parent(s)/guardian(s).

## Note

\*Summer tuition fees for 2026 will be billed based on weeks used over the course of the summer.