HILAND PRESCHOOL

Hiland Presbyterian Church
845 Perry Highway
Pittsburgh, PA 15229
412-367-3566

Hiland Preschool Late Policy

_____ / _____
Child's Name Class

Late Tuition Policy:

Tuition is due by the 1st of the month. An email notification (if you provide us with a valid email address) will go out prior to this date as a reminder. If tuition is not received by the 10th of the month, a $30.00 late fee will be assessed. If the tuition and late fees are not paid by the 15th of the month, the child will be suspended from attending class until the tuition and late fee is paid in full.

Late Pick-Up Policy:

Parents will be responsible for paying one dollar per minute for each minute that a child is left in the care of Hiland Preschool after specified school hours. This policy will be enforced separately for each child enrolled in Hiland Preschool. Exception: During the school year, each parent will be afforded three days, upon which no penalty will be assessed for arriving less than 10 minutes late. If the parent is more than 10 minutes late, the "10 minute exception" may not be applied to the first 10 minutes, and the fee will accrue from the time school is over. All fees assessed for late pick-up must be paid on the first day of the following month. Any failure to make a timely payment will be subject to the provisions of the handbook addressing the late tuition payment and the penalties thereafter. Upon each instance of late pick-up, the parent and teacher will sign an acknowledgment form, regardless of whether a penalty is assessed or an exception is used.

Please sign below to verify that you have read and understand the Hiland Preschool Late Policy.

_____ _____
Parent's Name Date