



WARD Preschool

40000 Six Mile Road Northville, MI
wardpreschool.org 248.374.5911

TUITION, FEES AND AUTOMATED PAYMENT PROCESSING 2019/2020 SCHOOL YEAR

REGISTRATION FEES

Registration Fees for 3s, 4s and Young 5s: \$105.00
Registration fees are per child, due at time of registration,
paid by credit card only and are non-refundable.

TUITION

The first tuition payment and enrollment forms are due no later than May 1, 2019. If first tuition payment and enrollment forms are not received by May 1, 2019 a \$25.00 late fee will be added to your account and/or your child's placement may be forfeited. **No deductions shall be made for absences due to illness, vacation or inclement weather. "Make-up" days will not be permitted.**

MONTHLY TUITION

If you choose to pay monthly, your tuition will be divided into nine equal payments based on the total amount for the school year. Your payment will be processed on the first of each month in May and September through April. A \$25.00 late fee will be applied to your account after the tenth of each month. Families with two or more children in the program receive a 10% discount for the additional child(ren). The discount is given off of the lower tuition amount.

Our 2019-2020 monthly tuition and fees schedule are as follows:

2 half days/week	\$140.00/month
3 half days/week	\$195.00/month
2 extended days/week	\$260.00/month
3 extended days/week	\$390.00/month
Friday STEAM Enrichment	\$65.00/month

ANNUAL TUITION

A 5% discount will be given if tuition is paid in full by May 1st. Families with two or more children in the program receive a 10% discount for the additional child(ren). The discount is given off of the lower tuition amount. The 5% discount is given after the 10% sibling adjustment.

Our 2019-2020 annual tuition and fees schedule are as follows:

	Annual Tuition	Less 5%	Amount Due
2 half days/week	\$1260.00	\$63.00	\$1197.00
3 half days/week	\$1755.00	\$87.75	\$1667.25
2 extended days/week	\$2340.00	\$117.00	\$2223.00
2 extended days/week with Friday STEAM Enrichment	\$2925.00	\$146.25	\$2778.75
3 extended days/week	\$3510.00	\$175.50	\$3334.50
3 extended days/week with Friday STEAM Enrichment	\$4095.00	\$204.75	\$3890.25

BILLING PROCEDURES AND PAYMENT POLICY

Ward Preschool is pleased to offer **MyProcare**, a free online portal for you to access account information and easily access your tuition statement. MyProcare is safe, secure and created with your convenience in mind.

Log in today!

1. Go to myprocare.com.
2. Enter your email address (the email you have on file with Ward Preschool) and choose **Go**.
3. Enter the confirmation code sent to your email, choose a password, and press **Go**.
4. You must use the attached Tuition Express Automated Payment Processing form to setup auto billing through your bank account or credit card. If you choose to pay by credit card there will be a 2.5% processing fee applied.

Please look over the attached *Frequently Asked Questions*. There you will find answers to questions you may have about Tuition Express or automated payments in general. If you have further questions in regards to MyProcare or Tuition Express please stop by the preschool desk or contact Juliann Sleek at juliann.sleek@ward.church or 248-374-5911.