



TCCES 2012-13

Tuition Information & Related Procedures

Tuition is due in full by June 30th. Tuition for Seniors at SMC must be paid in full by their graduation date. For billing and refund purposes, the school year is divided into 10 months, August through May.

Tuition Payments

TCCES offers two tuition payment options:

1. Families can pay in full upfront
To pay in full upfront, the tuition balance is due in full via cash or check by 8/01/12 (or 30 days after registration for new families). If you choose this plan, your tuition statement will be mailed to you in July for payment.
2. Families can choose to make monthly payments
TCCES uses an ACH direct withdrawal payment plan. Families arrange for monthly payments via direct checking or savings account withdrawals. Families may choose to extend payments for up to 12 months (July-June) in order to lower their monthly payment amount.

Each family is responsible for making arrangements to either pay in full upfront or to enroll in a payment plan.

Tuition Assistance

There is no tuition assistance, scholarships or financial aid for Preschool, Pre-Kindergarten or Half-day Kindergarten.

Tuition Credit Fundraisers

Each school year TCCES has five fundraisers that families can participate in to earn credit towards their tuition.

- Scrip (all year round)
- Market Day (all school year)
- Sally Foster sale (Fall)
- Sale to be determined (Fall)
- Plant sale (Spring)

Fundraising credits are calculated on a quarterly basis. The credits are typically applied to tuition accounts in the middle of the following quarter. The quarters are:

- 1st quarter = July, August, September
- 2nd quarter = October, November, December
- 3rd quarter = January, February, March
- 4th quarter = April, May, June

Once a family has paid their tuition fees for the year in full, any credits from fundraising or Scrip will be forwarded to next year's (or next child's) tuition. In the event that no additional children are registered in the TCCES schools for that family, the fundraising credits will be posted to the TCCES Tuition Assistance Fund.

Family Fundraising

Each TCCES school can hold one fundraiser or fundraising event to raise money for their school each year. The Jumbo Gumbo was designed to be one grand fundraising event to benefit all five schools. Jumbo Gumbo is now the only TCCES fundraiser used to fund operational costs for all five schools.

Each family with students in K-12 will be assessed a \$100 TCCES Family Fundraising Fee. Credit towards this fee can be earned by buying or selling \$100 or more in Jumbo Gumbo tickets or by donating \$100 or more to the TCCES Annual Fund.

Tuition Refunds

If a student withdraws or is asked to leave a TCCES school, the following guidelines will be used:

1. If paying on a monthly basis, there will be no refund of the initial payment, regardless of the number of days a student is in class.
2. Tuition will be prorated through the end of the month of withdrawal. For example, if a student withdraws on October 2nd, tuition would be prorated for 3 months (August-October) and the refund would be for 7 months (November-May).
3. Final decisions are reserved to the TCCES President.

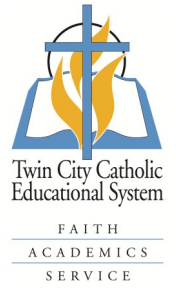
Please direct all tuition related questions and inquiries to:

**TCCES Business Office
1050 Zephyr Drive
Neenah, WI 54956
(920) 967-0021 ext. 851**



TCCES 2012-13

Extended Care/Extended PreK Services Information & Enrollment Form



What is Extended Care?

Extended Care is a service designed to provide your preschool student with quality activities and care immediately following their preschool class.

When is Extended Care available?

Extended Care is offered Monday through Friday from 11:00 a.m. until 3:00 p.m. during the school year, following the school calendar. It is not available on days school is not in session.

What will my child do in Extended Care?

Extended Care activities include:

- ~ Lunch - Must either be provided by parent or purchased through the school hot lunch program
- ~ Playtime - Will often take place outside in nice weather or in the school gym
- ~ Enrichment activities - based on the daily preschool program
- ~ Rest time

What are the fees and additional costs?

Extended Care Services are billed at \$5.00 per hour. Extended Care fees will be billed separately from your tuition. There will be no refunds for being absent on a prescheduled day unless the school office is notified by 7:30 a.m. *Note: Lunches through the school lunch program are an additional cost. Lunch accounts can be set up through the TCCES Food Service.*

If you are interested in using the Extended Care Services, please complete Enrollment Information below.

This information provides us with an estimated number of Extended Care students for the upcoming year. It is important that you enroll by completing this form if you intend to use the service, so the school can appropriately determine the staff and supplies needed. Once enrolled, you will be responsible for scheduling the specific days your student(s) will attend.

Extended Care & Extended Day PreK Enrollment Information

List Student(s) who may use Extended Care (First & Last Name)

Please check the days do you anticipate using Extended Care

_____	_____	_____
Student Name	Grade/Class	Any health issues?
_____	_____	_____
Student Name	Grade/Class	Any health issues?
_____	_____	_____
Student Name	Grade/Class	Any health issues?

<input type="checkbox"/>	Monday
<input type="checkbox"/>	Tuesday
<input type="checkbox"/>	Wednesday
<input type="checkbox"/>	Thursday
<input type="checkbox"/>	Friday

Father
Name: _____
Work Ph#: _____
Cell Ph#: _____

Mother
Name: _____
Work Ph#: _____
Cell Ph#: _____

Lives with (circle): Both / Mother / Father / Other: _____

Address: _____ City/Zip: _____ Home Ph# _____

Please include any other information you feel needs to be shared: _____