



# TUITION POLICY & PAYMENT SCHEDULE 2022-23

## TUITION BILLING OVERVIEW

### SCHEDULED HOURS

In order to maintain the high quality of teachers and staff for which Bright Start is known for, it is our policy that **Tuition should be considered a fixed cost throughout the year**, although the exact amount will vary based on the number of actual days in a month.

You will be asked to confirm your FINAL SCHEDULE for the school year in early August. This schedule is considered **your contract** for establishing the regular days/hours your child will be attending Bright Start for the entire school year.

Tuition must be paid for the holidays/vacations listed on the back of the [Bright Start School Year & Tuition Overview](#) and any sick days, snowdays, unforeseen closings, holidays, vacations, “lesson or activity days” (such as the Bishop Play, Brownies, GoLingo, KidZone, Orchestra, Band, MCAS, tutoring), or other absences or alternate activities in which your child engages in during the school year. **There are no “make-up” hours or days and no switching hours or days.**

### EXTRA HOURS

Extra Hours are billed in 15-minute increments at your regular hourly rate, according to the schedule below. In the event of an early release day, your regular scheduled hours will be applied starting at the time of release.

***For example:** If you are regularly scheduled for 2:30-5:30 on a Friday, but there is an early release time of 11am; Your scheduled hours for that day would now be 11:00-2:00. Any hours after 2pm will be billed as Extra Hours in the next billing cycle.*

**Pick-up after 6:00pm results in a charge of \$1 per minute.**

### MONTHLY TUITION BILLS

BRIGHT START expects prompt tuition payments, which are generally due by the 27th of the month. Bills are sent via email on or before the 25th of each month, and will include:

- Scheduled charges for the **Upcoming Month** (based on your final schedule submitted in August)
- Any **Extra Hours** for the weeks since the prior bill (four to five weeks, depending on the month)

***For example:** On 10/25/22, your bill will include scheduled charges for 11/1 - 11/30/22, as well as any extra*

hours charges from 9/26 - 10/21/22.

## TUITION EXPRESS PAYMENTS

The preferred method of payment is via TuitionExpress (TE), which is an automatic payment which comes from your checking account. If this is not possible, please email [brightstart.tech@gmail.com](mailto:brightstart.tech@gmail.com).

Your monthly bill will indicate the automatic payment date via TE for that month. You will also receive an annual payment summary in January, for the previous year, which may be helpful for tax purposes.

## SCHEDULE CHANGE FEES

There may be unforeseen circumstances that arise throughout the year, necessitating a schedule change. However, please note that **schedule changes are subject to availability and require a one month notice**. Additionally, schedule changes will result in a fee:

- If you change days, but not total hours, you will be charged \$50
- If you reduce days or total hours, you will be charged \$75
- If you withdraw your child completely, you will be charged a \$125 fee
- In the event that your job situation necessitates a schedule change, please contact [brightstart.tech@gmail.com](mailto:brightstart.tech@gmail.com)

Prior to September 23rd, you may change the schedule of days but not REDUCE the total number of hours attending, and we will waive the fee. If you reduce days or total hours, the fee will still apply.

## PAYMENT DUE DATES

### 2022-2023 SCHOOL YEAR

08/29/22

09/27/22

10/27/22

11/28/22

12/27/22

01/27/23

02/27/23

03/27/23

04/27/23

05/29/23\* *payment through last day of school, including snow days*

06/23/23\* *OR the last day of school (for any Extra Hours for 5/21- Last Day)*