



## Arrears Policy

Families have the option of paying tuition fees in one lump sum, in two installments (October-December and January-June), or monthly. September's tuition is due upon registration. If paying monthly, tuition is due on the first of each month, and May's cheque should include May and June tuition.

We suggest that all cheques for the year be submitted on Registration Night to decrease the chance of late payments. Payment not received by the the above dates will be subject to a \$10 late fee. There will be a \$10 fee for NSF cheques. Royal City Cooperative Preschool believes in open communication with respect to late payments. Communication regarding financial issues should be made with the Treasurer ([treasurerrccp@gmail.com](mailto:treasurerrccp@gmail.com)) and not the Teachers.

When a payment is not received by the child's first class of the current month (or a payment is returned due to insufficient funds) and the Treasurer is not aware of any extenuating circumstances preventing payment, communication on the part of the Board of Directors will proceed as follows:

1. The Treasurer will send an email (or written) reminder to the member within the first week of the month.
1. If a response is not received within 7 days of the first notice, a follow-up phone call will be made by the Treasurer before the end of the month.
1. If payment is not received by the last day of the unpaid month, the child will be suspended from classes until payment is received in full or alternate arrangements are made with the approval of the Board of Directors. Payment for that month will now include a \$10 late fee.
2. If up-to-date payment is not received by the 15th of the month of suspension, the Treasurer will recommend to the Board of Directors that the child be withdrawn from the preschool.

It is the expectation of Royal City Cooperative Preschool that members will be prompt in responding to such communication once it is received.