

**Vienna Presbyterian Church Preschool
124 Park Street, NE, Vienna, VA 22180
Tax ID # 54-1430655**

Payment Instructions for the 2017-2018 School Year

- How do I make payment?** VPC Preschool tuition and fees are payable by check only. Please make your check payable to VPC Preschool.
- Where do I make payment?** Checks may be dropped in the tuition payment box in the reception area of the preschool. You do not need an envelope if you use the tuition drop box.
- Checks may also be mailed to:
- VPC Preschool
Attn: Terri Franke
124 Park Street, **NE** (Don't forget the NE or it could get lost!)
Vienna, VA 22180
- Can I have my bank mail a check directly to VPCP?** Definitely! Automatic payment by your bank each month is a good way to be sure you pay on time. Please use the mailing address above and be sure to include VPC Preschool in the payee line.
- When is tuition due?** Monthly tuition is due by the 1st school day of each month. **A late payment fee of \$15** will be added if payment has not been received by the 10th of each month. If payment is not received by the first of the following month, VPCP reserves the right to withdraw your child from the program. **In addition, a \$25 returned check fee will be charged for payments returned for insufficient funds.**
- How much is tuition?** 2 Day Classes (\$190), 3 Day Classes (\$285), 4 Day Classes (\$380)
5 Day Classes (\$475)
- What about other fees?** A supply fee is collected annually for each student for school supplies. This payment is due March 1st for new families and May 1st for returning families. The fee is \$50 for 2-day, \$75 for 3-day, \$100 for 4-day, and \$125 for 5-day classes.
- Other fees such as Lunch Bunch, or late fees, may be combined with your check, but please write a note on the memo line as to how the total of your check should be applied.
- Should I write my child's name on my check?** Yes! On the memo line, please write your child's first and last name and the tuition month.
- Can I write one check for both of my students?** Yes, but please write the first and last name of each child and their individual tuition amount on the check's memo line.

Please feel free to email me or call the preschool office with any questions regarding payment. Thank you!

Terri Franke
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