

**Vienna Presbyterian Church Preschool
124 Park Street, NE, Vienna, VA 22180
Tax ID # 54-6025443**

Payment Instructions for the 2022-2023 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 or VPCP.
- Please use your banking or online bill paying service to set up 8 automatic check payments, September 1 through April 1. (May tuition is prepaid as a deposit upon enrollment.) Recurring payments ensure you always make payment on time and avoid late payment fees. Use your bill pay service to set up a check to be mailed monthly to the address below.
- Where do I make payment?** Checks should 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 drop off payment at School?** Although we strongly encourage automatic payments, you may also drop off a check at drop off or pickup times. Please hand your check to an office staff member.
- When is tuition due?** Monthly tuition is due the 1st day of each month regardless of student absence, weekends, closures or holidays. 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?** Tuition is calculated for the entire school year then divided into 9 equal payments for convenience.
- 3 Day Classes (\$320), 4 Day 3s Classes (\$430)
4 Day PreK Classes (\$500)
- What about other fees?** A \$100 registration fee is collected at time of registration. A supply fee is collected annually for each student for school supplies. The fee is \$105 for 3-day and \$140 for 4-day classes and it is collected with the deposit.
- Should I write my child's name on my check?** Yes! On the memo line, please write your child's first and last name.
- Can I write one check for both of my students** Yes, but please write the first and last name of each child on the check's memo line.

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

Terri Franke
Director, VPC Preschool
703-255-1419 / preschool@viennapres.org