



# Mt. View Co-Operative Preschool

## Payment and Reimbursement Procedures

- Envelopes for each month's tuition are provided. Payment envelopes must be placed in the tuition box located in the last closet in the main classroom. Tuition is due the first day of class each month. Tuition payments must be made in the form of a personal check or a cashier's check. MT. View Co-op CANNOT accept cash payments.
- The annual Bates fee for the 3's, 4's and 5's classes is split into thirds. The three payments are due with September, December, and March tuition. If you prefer, you may pay the entire Bates fee in September. The Bates fee for the 2's class is due with the September tuition.
- Notify the Treasurer to make arrangements for late payments. A late fee of \$3.00 will be assessed after the 15<sup>th</sup> of the month if no prior arrangements have been made with the Treasurer.
- Scholarships are available and granted on a financial need basis. All information is confidential. These applications are reviewed only by the Scholarship Committee, which consists of the President, Treasurer, Teacher, and Bates Coordinator. Applicants will receive a letter shortly after applying for scholarship either granting or denying the request. If the request is granted, the letter will contain the amount that is being awarded. Forms can be obtained from the President. Please request by phone or by leaving a note in the President's family file.
- All payments should be made out to Mt. View Co-Op Preschool, with the exception of book orders which should be made out to Scholastic Books. Only tuition and Bates fees should go in the tuition box. All other orders or payments such as book orders, t-shirt orders, melmac and picture fees go into the locked section of the music cabinet in the circle room. All payments must be made in the form of a personal check or cashier's check.
- Bank fees related to Non-Sufficient Fund checks will be passed back to the member writing the check. After two Non-Sufficient Fund checks have been returned money orders will be required for all future payments.
- Reimbursable expenses:
  - ❖ If you have a committee position which requires you to purchase items for the school, please complete a reimbursement form, attach a receipt and place it in the Treasurer's family file. Check the budget in the handbook to see how much money is allotted for your committee for the school year. If you think you need more money to complete your committee position purchases, you MUST notify the Treasurer AND President before spending occurs. This will allow the board to vote on the over run before it occurs.

Call the Treasurer and or President with any questions.