

Scotch Plains–Fanwood Preschool Program Tuition Agreement (2024-2025)



This document outlines the terms and conditions for preschool tuition during the 2024-2025 school year.

Tuition

Tuition for the 2024-2025 school year is \$4,100 annually, which can be paid all at once or in installments of \$410/month. Families with “multiples” will receive a 10% tuition discount for any additional sibling(s).

Tuition Assistance

Tuition will be provided at no cost to families who qualify for the Free and Reduced School Meals program per federal guidelines. Instructions and forms to apply for free and/or reduced lunch status will be posted on the district website when they become available in the summer. Please visit <https://www.spfk12.org>, click on “Departments” and select “Business Office” to download the form. Completed forms and required documentation must be submitted to Ms. Judi Resnicoff in the Business Office for consideration. She can be reached at jresnicoff@spfk12.org or (908) 232-6161 x41303 with any questions. Once the application is reviewed, the family will be notified in writing whether or not they qualify for free tuition. Please note that families must reapply for approval every school year.

Tuition Deposit

A non-refundable tuition deposit of \$410 is due by **June 28, 2024** to secure your child’s spot in his/her class. This deposit will be applied to the September 2024 tuition payment. Please mail a \$410 check or money order made payable to the **SPF-BOE** to the SPF Preschool Program, Attn: Kate Rosander, 667 Westfield Rd, Scotch Plains, NJ 07076. Include your child’s full name on the memo line.

Monthly Payment Options

Monthly tuition payments for **October 2024 through June 2025** are due on the first of each month. Payments should not be sent to your child’s school or to the SPF Preschool Office. Payments may be submitted directly to the Business Office in one of the following ways:

- 1) **Check or Money Order** made payable to the **SPF-BOE** should be mailed directly to:

SPF Public Schools Business Office
Attn: Debbie Welch
512 Cedar St
Scotch Plains, NJ 07076
- 2) **Credit card/electronic check payments** can be submitted online at www.PaySchoolsCentral.com beginning with the October 2024 installment. Instructions for doing so will be provided at the start of the school year. Please note that there is a nominal fee associated with making online payments.

Late Payments

Repeated late or missing payments will result in your family being required to set up automatic payments or credit card payments through www.PaySchoolsCentral.com, or to pay the remaining balance for the school year in full. Otherwise, your child will not be able to continue attending the program.

Tuition Adjustments due to School Closures

Tuition will not be adjusted for school closures that are indicated on the district calendar or short-term emergency closures deemed necessary by conditions including, but not limited to, inclement weather, power outages, etc. The district calendar is posted at www.spfk12.org under the “Families” tab. Credits will not be granted for days that children do not attend due to illness, vacation, or other personal scheduling conflicts.

Withdrawal from the Program

Written requests to withdraw your child from the SPF Preschool Program must be emailed to Preschool@spfk12.org or mailed to SPF Preschool Office, Attn: Kate Rosander, 667 Westfield Rd, Scotch Plains, NJ 07076. Please state the last day your child will attend and the reason for withdrawal. You will be required to complete the district’s *Student Transfer Verification Form* for our records, which will be provided to you at that time.