



## **HOLIDAY BILLING**

Now that it is fall and we are approaching the holidays, I wanted to take a few moments to cover tuition during the holidays. This often is a time of confusion.

As stated in your parent handbook and tuition agreement, "full tuition payments are due throughout the year, regardless of absences including, but not limited to, vacation, illness, holidays, or weather closings." This policy applies to all students other than those that are drop-in. This means that you will be billed your regular amount, at a minimum, during the holidays and school breaks whether or not you attend.

Those part-timers that only attend a few days each week, if appropriate, may opt to switch days during the same week with notice after teachers have verified availability. For students that typically attend partial days such as School Age and VPK wrappers, but require care for full days during the holidays/school breaks, you may be billed more than your regular amount depending on how many full days are attended during these weeks.

If you have any questions about how your billing will be handled, please feel free to contact the office and we can give you an idea of what to expect. We will do our best to answer any questions you have about this process.

**Tracey Roberts Business Manager**

*Parent handbooks may be accessed on our website at <http://sacredheartecc.com/parent-handbook/>*