



To help families manage tuition expenses, First Presbyterian Preschool is proud to offer FACTS as a convenient budget plan. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free payment plan is a nominal, annual, nonrefundable FACTS Enrollment Fee. You may budget this year's tuition in the following way:

**Automatic Bank Payment (ACH)**—ACH payments are those payments you have authorized FACTS to process directly through your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved for your tuition at First Presbyterian Preschool. Payments can be made from either your checking or savings account.

**The FACTS link is open for enrollment beginning on Wednesday, March 7, 2019 and must be completed on or before March 21, 2019. To conclude the FACTS enrollment process, scroll to the bottom of this information and print, complete and sign the Tuition Installment Agreement form. This form must be returned to the preschool office on or before March 21, 2019.**

### Payment Plan Option:

**5-PAY Plan: Five Equal Payments through FACTS.** Your tuition will be divided into five equal amounts and will be automatically deducted from your checking or savings account on April 12<sup>th</sup>, May 12<sup>th</sup>, June 12<sup>th</sup>, July 12<sup>th</sup> and August 1, 2019. The annual enrollment fee for this plan is **\$45.00** per family. **The enrollment period is March 7, 2019-March 21, 2019.**

### Convenient Online Enrollment

**For all families, new and returning,** go to: <https://online.factsmgt.com/signin/4HFTV>, click on the Admissions link and find the FACTS information link to get started. Instructions are provided on how to navigate through the system and what information to enter. If you have questions, please contact FACTS Management Co. at 866-441-4637.

### Be sure to have the following information ready:

- The name, address, and e-mail address of person responsible for making payments.
- Account information for the person responsible for making payment
- You will need the bank name, account number, and the bank routing number. Most of this information is located on your check.
- To protect your privacy, you will create your own unique username and password. Please be sure it is something you will remember.

Note: First Presbyterian Preschool will enter the net tuition amount (total tuition less any applicable payments or deposits paid directly to the school and financial aid, if applicable) shortly after you enroll.

Before you click the Submit button, please carefully read the Final Review and Terms and Conditions. Notification confirming your enrollment in a FACTS payment plan online will be sent to you after you submit your agreement and the school has finalized your agreement.

If you have questions about enrolling in FACTS, please contact the school/family coordinator, Brooke Saunders at: [psaccounting@firstpresatl.org](mailto:psaccounting@firstpresatl.org)

**Important!**

You can log into your FACTS account at <http://online.factsmgt.com> with your username and password or call FACTS at 866-441-4637 to view your agreement or to make any changes to your address, phone, or banking information. FACTS customer service representatives are available:

Monday - Thursday, 7:30 am to 7:00 pm (CT), and Friday, 7:30 am to 5:00 pm (CT).

## Frequently Asked Questions

**1. When and what time will the funds for my payment plan be withdrawn from my bank account?**

While FACTS transacts each payment on the specified date, it is your financial institution that determines the time of day the payment is debited. FACTS recommends checking with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be transacted the following business day.

**2. How will I be notified of my payment information?** Once your agreement for tuition payments is posted to the FACTS system you will receive a confirmation notification of your payment amount by e-mail or letter in approximately 10 days. Payments will be processed until the total balance is paid in full.

**3. What happens if FACTS attempts to process my payment and there are not enough funds in my account?** Should an automatic bank payment or credit card payment be returned, a \$30.00 FACTS Returned Payment Fee will be automatically assessed to your account for each failed payment attempt. This is in addition to any penalty your bank or the school may assess. You will be notified by FACTS of the returned payment via mail or e-mail, and a reattempt will occur.

**Print, complete and sign the FACTS Tuition Installment Agreement and the Enrollment and Financial Agreement Form. Return both forms to the Preschool Office**





## Tuition Installment Agreement

Any persons responsible for payments should read all the provisions of this Contract, complete the required information, sign and return the Contract to the School Office no later than March 21, 2019. No amendment to this Contract and no alteration or addition to the printed terms hereof will be effective without the express prior written approval of First Presbyterian Preschool's Board of Trustees.

I have received a written acceptance for placement of the following student(s) at First Presbyterian Preschool ("FPP") for the 2019-2020 academic year:

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ 2019-2020 Class: \_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ 2019-2020 Class: \_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ 2019-2020 Class: \_\_\_\_\_

I have received, read and acknowledge the terms of (check all that apply):

- First Presbyterian Preschool Enrollment and Financial Agreement (included below)
- First Presbyterian Preschool Parent Handbook, Tuition Policy

I acknowledge that all tuition amounts are due and payable in full as contracted through FACTS and outlined in the registration information. I desire to budget the Total Tuition of \$\_\_\_\_\_ in five equal payments. In consideration of the acceptance of this Contract by FPP, the undersigned agrees to pay the required Total Tuition for the full academic year and any additional fees incurred through an automated payment plan offered by FPP via FACTS Management Company. I acknowledge that no part of the Total Tuition is refundable except as explicitly outlined in the Enrollment and Financial Agreement and/or Parent Handbook.

I have established an account with FACTS for automatic deduction of the tuition installments from my checking or savings account. The contract number with FACTS is \_\_\_\_\_. I have read and accepted FACTS' terms of service. I acknowledge that a default under the terms of the FACTS agreement constitutes a default hereunder. In the event of a default that remains uncured for ten days FPP may, at its sole discretion, enforce any and all remedies available including, but not limited to, acceleration of all amounts due, withdrawal, dismissal, or placing the balance with an outside agency for collection.

This contract can only be accepted by the school if it is completed in its entirety, and delivered to FPP on or before March 21, 2019. So agreed, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

By: \_\_\_\_\_ Printed Name: \_\_\_\_\_

School Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_



## Enrollment and Financial Agreement

I understand that my obligation to pay the tuition for the full academic year is unconditional and that after **July 1, 2019** no portion of said outstanding tuition will be refunded or canceled in the event of absence or withdrawal of the enrolled student from First Presbyterian Preschool (FPP). FPP reserves the right to change school schedules, personnel, policies, procedures, rules, regulations and practices from time to time as FPP may determine is appropriate.

It is further agreed that enrollment, as specified within this Enrollment Contract, may be cancelled by the parents or guardian in writing **prior to July 1, 2019** if it becomes necessary to withdraw a child from the Preschool due to relocation outside the metropolitan Atlanta area. You may receive a tuition refund, less an administrative fee equal to 25% of the total annual tuition amount, and you will be released from any subsequent payments if and only if all of the following conditions are met:

1. Withdrawal of the child is necessitated by the family's moving outside of the Metropolitan Atlanta Area (Fulton, DeKalb, Gwinnett, Cobb, Clayton, Butts, Cherokee, Douglas, Fayette, Forsyth, Henry, Newton, Rockdale and Walton counties).
2. Written notice is given before July 1, 2019 (Enrollment/annual tuition received after July 1, 2019 is non-refundable regardless of the circumstance.)

Upon meeting these conditions, a refund will be mailed to your forwarding address.

If enrollment is cancelled **after July 1, 2019**, parents or guardian financially responsible for the student are obligated to pay the full annual tuition. The payment of tuition in installments does not deem this to be a fractional contract.

FPP reserves the right to terminate enrollment of any student when tuition is ten (10) or more days late. A late fee of \$50.00 will be assessed on payments received after the specified annual tuition due dates. See our website for due dates. Overdue accounts must reconcile their tuition obligations before registration for the coming year will be accepted. School recommendations will not be sent to other schools in the event of overdue accounts.

There are four annual tuition payment options. **Plan A** is one full payment by April 12, 2019 (payment via ACH to FPP). **Plan B** is two equal payments on April 12 and August 1, 2019 (payments via ACH to FPP). **Plan C** is one full credit card payment on April 12, 2019 or two equal credit card payments on April 12 and August 1, 2019 (with an additional processing fee). **Plan D** is five equal FACTS payments; April 12, May 12, June 12, July 12 and August 1, 2019 (requires enrollment in FACTS program by March 21, 2019).

Checks should be made payable to First Presbyterian Preschool. Cancelled checks should serve for receipts; however, if either parent's place of employment will not accept the cancelled check and needs a receipt (i.e.: tax saver accounts) you may request one from our business office. For tax purposes, our Federal Tax ID Number is: 58-0566180. Please include the student's name on all payments.

1. School opens at 8:50 a.m. and closes at 12:00 p.m. for the regular school day and 1:00 p.m. for lunch bunch days. (The school closes at 1:00 p.m. on Tuesdays-Fridays for Extended Day Pre-K students). Kindergarten hours are 8:50 a.m. to 1:00 p.m. Monday-Friday. All children must be dropped off and picked up during these times.
2. When bringing your child to school, and not participating in carpool, you must escort the child to the classroom and let the teacher know that you and the child are present.

3. When a child is picked up from school, the person picking up should be an authorized person and must be prepared to present identification. When participating in carpool, an official carpool hangtag must be visible.
4. We will administer prescription or non-prescription medicine with a written permission form provided by our office. The medicine must be in the original container and labeled with the dosage instructions, the child's name, and the date. All medications including sunscreen, bug repellent, powder, and diaper creams will be placed in the cabinet in the office. The preschool can administer medication for only ten (10) days. If there is an ongoing medication need or special diet required by a doctor, a detailed signed statement from the doctor must be given to the office.
5. We strive to include all children in our classrooms. However, it may be determined after careful observations and considerations by the teachers, administration, and the child's own parents that our program is not the best placement for a child. We reserve the right to dismiss a child from our program due to any physical, emotional, or academic disability if it has been determined that we cannot meet the needs of the child.
6. The preschool uses photographs of students in marketing promotions, weekly newsletters and website information. Should parents choose that their child's image not be used in a photograph pertaining to the lawful programs and activities of First Presbyterian Preschool, a written notice should be submitted to the preschool director.

As parent and/or guardian, of a child (the "Child") attending First Presbyterian Preschool, I understand, acknowledge and assume the normal risks associated with activities at the preschool. In consideration of First Presbyterian Preschool's acceptance of the Child into the preschool, I do hereby, for the Child, myself, my spouse or partner and our heirs, executors, administrators and assigns, knowingly and voluntarily agree to release, hold harmless and indemnify First Presbyterian Church, First Presbyterian Preschool and its teachers, administrators, employees and Board Members from any claim, harm, or injury (collectively, "Claim") occurring at, or arising out of activities sponsored by First Presbyterian Preschool, except to the extent that the sole proximate cause of such Claim is an act of negligence on the part of First Presbyterian Preschool. Additionally, I agree to abide by all enrollment terms outlined above.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

#### **EMERGENCY MEDICAL AGREEMENT**

Should \_\_\_\_\_ suffer an injury or illness while in the care of  
*Child's name*

First Presbyterian Preschool and the School is unable to contact me (us) immediately, it shall be authorized to secure medical attention and care for my child as may be necessary. I (we) assume responsibility for payment of services. I authorize Egleston Children's Hospital or Piedmont Hospital (*circle one*) to provide emergency treatment. I understand these hospitals may route an emergency vehicle elsewhere if they cannot accommodate the ambulance. I (we) agree to keep the school informed of changes in telephone numbers where I (we) can be reached.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date