



Financial Policy

New Salem Weekday Preschool is a ministry of New Salem Baptist Church. The preschool is a non-profit organization. Registration and activity fees are for operating supplies, curriculum enhancements, special events, and programs. The yearly tuition pays teacher salaries. Parents may choose to pay the annual tuition in 10 equal monthly payments. The first tuition payment is due July 20, and the last tuition payment is due on April 20. Tuition payments not paid by the last day of the month are charged a \$30.00 late fee. The preschool has an online payment system. Visit our website: www.newsalem.org/preschool for the link to pay online.

Withdrawal Policy

Parents needing to withdraw their child from the preschool program need to give a 30-day written notice. Registration and activity fees are not refundable.

Covid-19 Financial Policy

The preschool will continue to closely follow the Cobb County school system calendar for school breaks and holidays as well as inclement weather. Since the preschool deals with much smaller numbers than the school system, a decision to close will be from a government required "shelter in place"

. The teachers will conduct Zoom classes for two weeks, and tuition will continue. If the preschool is closed for more than two weeks, tuition is paused, and staff furloughed. Once the preschool reopens, tuition will resume.

These policies are provided so parents can plan and know what to expect. During these uncertain times the preschool will always be open to review policies and events to make sure we are serving our preschoolers and their families well.

Our priority at New Salem is to minister to our preschool families and the community we serve. Please feel free to reach out to us if you ever have a concern or need.