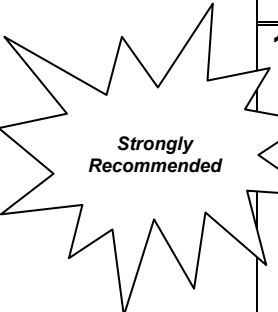



**Emmanuel's Preschool & Daycare Center**  
**Tuition FAQs**  
 April 2008

❖ **What are my tuition payment options?**

- Options and requirements are as follows:

	<b>Option</b>	<b>Due Date</b>	<b>Notes</b>
	<b>1 Automatic deduction from bank account for non-subsidized families</b> <i>(Preschool-preferred option for accounts <u>not</u> overdue)</i>	15 <sup>th</sup> of the month prior *	Deductions can be made from a checking or savings account. Invoices will be distributed noting the date of deduction and the amount to be deducted. Late payment fees ** will be avoided. Complete the enclosed form and drop in the lockbox.  Note: Discounts for subsidized families coming soon.
	<b>2 Personal check, cashier's check, money order</b>	15 <sup>th</sup> of the month prior *	Include child's last name and first initial on check/money order. Drop in black lockbox in Preschool office
	<b>3 Cash</b>	15 <sup>th</sup> of the month prior *	Include child's last name and first initial on envelope with cash enclosed. Do not drop in the lockbox, but give to director or Church secretary and request a receipt to assure proper credit to your account.
	<b>4 Automatic deposit from a State agency</b> <i>(for those receiving State subsidy via Child Care Connection Hawaii, First-To-Work Programs, and Preschool Open Doors)</i>	Beginning of the month (as dictated by State Department of Human Services)	Contact your agency worker and request to update the <i>Child Care Certificate and Provider Confirmation Form</i> (Form DHS 918). Late payment fees ** will be avoided. If this option is effected, tuition payments (State portion only) will NOT be due by the 15 <sup>th</sup> of the month prior. Your family's portion (if any) will be due by the 15 <sup>th</sup> of the month prior.

- \* If the 15<sup>th</sup> falls on a non-school day, then tuition is due on the next regular school day, regardless of whether your child is in school or not.
- \*\* A late payment fee of \$15.00 is imposed for each month's tuition that is overdue (or not paid in full) and not paid by the due date.

- ❖ ***Can I give my tuition payment to my child's teacher or an aide?***
  - No. Teachers and aides cannot accept tuition payments. Their primary responsibility is to your child(ren), so it is important that this focus not be interrupted by the business matters of the Preschool. Please see the options for payment noted above.
  
- ❖ ***What if I want to change my child's schedule?***
  - Any changes to your child's schedule (start time or pickup time) needs to be requested in writing. Changes can only be effective for the next full calendar month. There is a form in the Preschool office to request changes. See the director or any of the teachers to request a form.
  
- ❖ ***What are Emmanuel's Preschool tax identification numbers?***
  - For tax purposes, you may need the following information about Emmanuel' Preschool:
  - Federal Employer ID (EIN): 99-0107373
  - State Tax ID: W40396414-01
  
- ❖ ***Who do I contact with more questions or concerns regarding tuition?***
  - Email Jane at [billing@emmanuelkailua.com](mailto:billing@emmanuelkailua.com),
  - Write Jane a note and leave in the black lockbox, or
  - Call Jane at 223-1376.

Please note that teachers and staff are not privy to your account activity or balance. The Preschool director and church secretary can accept payments, but they also may not have current account balances.