



Tuxedo Community Centre Preschool

Refund Policy

The following policy has been approved by the Board on January 9, 2012. This board governs the preschool and this refund policy will apply to all families and all preschool programs.

To guarantee a spot for your child in a preschool program, a completed application with a \$50 deposit and all fees (postdated or single dated cheques) should be submitted to the Preschool administrator. A confirmation will be sent via email to the household to confirm the application has been received.

Once your spot has been confirmed the \$50 deposit is non refundable.

If you withdraw your child from any program, the following refunds **(excluding the \$50 deposit)** will be issued for the balance of the program fees as follows:

- Program fees will be returned in full up to September 6th
- Between Sept 7th - January 3rd, 50% of the program fees will be returned
- Between January 4st – March 15th 25% of the program fees will be returned
- After March 15st no refunds will be issued

Although we understand family situations change, by guaranteeing a spot in the program for your child, the preschool has invested in start up costs and made staffing agreements that are set for the year. This is done to ensure your child has a wonderful experience with our program.

Respectfully submitted,

Tuxedo Community Centre Board Liason
Lynn Riddell