



### A. TUITION INFORMATION

1. My Tuition is: \_\_\_\_\_. **Monthly Tuition is NON-REFUNDABLE.**  
\* 3-4 Years: \$630 \* 2 Years: \$640 \* 18-24 Months: \$650 \* 12-17 Months: \$660 \* 0-11 Months: \$670
2. 5% discount for KCPCH members | 5% discount for tuition paid in full | 5% discount for sibling
3. After School: \$250 (2:30pm – 5pm) Early Drop Off: \$ 150 (8:00am - 9:00am)
4. Registration Fee: \$150 **Registration Fee is NON-REFUNDABLE.**
5. Deposit Fee: **\$100**  
To withdraw from CMS, a 30 days written notice will be required to receive the deposit fee in full.
6. **The monthly tuition is due on the first day of the month.** A payment received after the 1st day of each month will be considered late and subject to late fees. A **1% late fee** will be added to the account for **each school day**. A **\$25 fee** will be added for all **returned checks**.
7. **Any absence from school must still be paid at child's normal tuition rate** even if the child is absent due to sickness, vacation, or any other reasons, because tuition is charged for my child's spot in the class rather than attendance.

### B. OPERATION INFORMATION

1. Hours of Operation: \* Start Time: 09:00 AM \* End Time: 2:30 PM
2. Days of Operation:  Mon  Tue  Wed  Thu  Fri  Sat  Sun
3. School doors will open at **8:50am** in the morning, and car pick-ups will begin from **2:20 pm** in the afternoon.
4. Parents or authorized persons must sign their child in and out daily.
5. **Parents will no longer be allowed into the school** due to the ongoing COVID-19 pandemic. Students will receive a temperature check in their car. Only with a normal temperature, will the children be dropped off from their vehicles and be escorted into the school. They will also be escorted back during the afternoon.
6. Children who are sick will not attend CMS for the duration of his/her illness. They will return when they are **fever free for 24 hours** without fever-reducing medication.
7. CMS allows a 10-minute grace period for late pick-ups. **A late fee of \$15** will be billed for next month's tuition if your child is picked up between **2:40-3:00pm**. **After 3:00pm**, an additional late fee will accrue **\$1 per minute**.
8. The After School program will allow a 5-minute grace period for late pick-ups. **After 5:05pm**, a **\$1 per minute** charge will accrue.