



Preschool

LINCOLN PRESCHOOL

Ballfield Road
Lincoln, Massachusetts 01773
781-259-9889 • Fax: 781-259-9246
lfagan@lincnet.org

TUITION INFORMATION

As you know, the Lincoln Preschool is a publicly administered program that provides early care and education for preschool age students. The primary charge of the program is to provide inclusive educational services to children with disabilities and the need for specialized instruction. Students who qualify for special education are provided with a free public education and are not charged tuition in accordance with state and federal mandates. Parents of students who do not require specialized instruction may choose to enroll their children at the Lincoln Preschool and pay tuition. Some families have demonstrated a financial need for reduced tuition and the district has utilized a state approved sliding scale fee.

This letter outlines our billing procedures for the 2019-2020 school year. Please note that those who are interested in Financial Assistance, your family size will be determined by your completed enrollment form. The first step will be to collect income forms (LES/Paystubs - Families living on Hanscom AFB - the BAH will be included in the calculation). A family will be required to provide information regarding all income to qualify for the sliding scale. If we do not receive this information we will assume that you are not eligible and will be responsible for the total tuition cost. *We will not prorate.* If we do not receive the information before the first payment is due by the first day of school, you must pay the full amount for the month.

Please make checks payable to: TOWN OF LINCOLN.

Your first payment can be mailed to...

Lincoln Public Schools
Attn: Rose Smart
6 Ballfield Road
Lincoln, MA 01773

When school begins you may utilize the Preschool Drop Boxes located on the Lincoln Preschool office door at the Lincoln Campus or on Mrs. Cushing's classroom door on the Hanscom Campus.

Preschool tuition is based on a yearly fee, which is divided into 10 equal monthly with the first payment due the first day of school. Otherwise, tuition is due on the 20th of each month for the upcoming month. (For example: On September 20th October's tuition is due, etc). If tuition is not received by the last day of the month a \$10 late fee will be added to your next

payment.

Lincoln Campus			
	Days/Week	Month	Annual
8:15 am-12:15 pm	5	\$460.00	\$4,600.00
	3	\$276.00	\$2,760.00
	2	\$184.00	\$1,840.00
<i>Extended Day, 12:15 pm- 4:15 pm Additional Monthly Fee (Lincoln Campus Only)</i>		\$450.00	\$4,500.00

Hanscom Campus			
	Days/Week	Month	Annual
Morning, 8:00 am- 10:30 am	5	\$276.00	\$2,760.00
Afternoon, 12:15 pm- 2:45 pm	4	\$241.00	\$2,410.00

The school district does not send out bills for tuition. We will send out email reminders that tuition is due but it is the parents responsible for remitting the appropriate amount each month by the due date. Please retain this payment information for future reference. The tuition is an annual sum divided into ten (10) payments. Tuition remains the same regardless of child's attendance, inclement weather, or any other closings beyond the school's control. If you have any questions, you may contact the Lincoln Preschool office at 781-259-9403.

We ask that you provide us with 30 days notice when you will be withdrawing your child. We have a wait list with many interested families wanting to attend the program. We do understand that in certain situations you are not able to provide a thirty (30) day notice. Please contact us with special circumstances.

In the case of any family who has an outstanding balance of more than thirty (30) days, we will request that we meet and a payment plan will be established. If there are concerns regarding making payments for September through December, please feel free to reach out. If you have any questions or concerns, please feel free to contact Lynn Fagan at 781- 259-9889 or LFagan@lincnet.org or Rose Smart at 781-259-9403 or rsmart@lincnet.org.

Sincerely,



Lynn Fagan
Preschool Coordinator