



## Seattle Preschool Program (SPP) 2025-26 Tuition Payment Guidelines

### Tuition Payment Policies

1. Tuition only includes 6 hours per day of SPP programming; it does NOT cover childcare costs outside of regular school hours or scheduled school days. Please see the sample schedule below for more details.
2. The SPP billing cycle is October-June (or August, if participating in summer).
3. Tuition will **not** be prorated due to regular student absences or typical agency closures (school breaks, snow days).
4. Monthly tuition bills will be sent to the primary email on file beginning October 2025.
5. The Department of Early Learning and Education offers a 10% discount for each additional sibling enrolled in SPP.

### Billing Schedule

Invoice month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>Cut-off Date to Report Changes</b>	No Bills sent	10/3/25	11/3/25	12/3/25	1/3/26	2/3/26	3/3/26	4/3/26	5/3/26	6/3/26	7/3/26	8/3/26
<b>Tuition Bills Emailed</b>	No Bills sent	10/9/25	11/12/25	12/9/25	1/9/26	2/9/26	3/9/26	4/9/26	5/11/26	6/9/26	7/9/26	8/10/26
<b>Payment Due Date</b>	No Bills sent	10/24/25	11/27/25	12/24/25	1/24/26	2/24/26	3/24/26	4/24/26	5/26/26	6/24/26	7/24/26	8/25/26

### Tuition Adjustments

1. If your income or household size changes, let the [SPP enrollment team](#) know before the cut-off date (see above) to have the changes reflected in that month's bill. If reported after the cut-off, the changes will apply to next month's bill.
2. For children starting or leaving mid-month, tuition will be adjusted as follows:
  - Starting before the 15<sup>th</sup>, or leaving after the 15<sup>th</sup>, full tuition applies.
  - Starting on or after the 15<sup>th</sup> or leaving on or before the 15<sup>th</sup>, monthly tuition will be reduced by 50%.

### Sample Schedule: Preschool Day and Payment Structure

*EXAMPLE* 7:00 am—9:00 am Before/Extended Care Hours	*EXAMPLE* 9:00 am—3:00 pm SPP School Hours	*EXAMPLE* 3:00 pm—6:00 pm After/Extended Care Hours
<p><b>Cost:</b> Rates vary by Provider. Please contact your child's school to learn extended day cost.</p> <p><b>Payment Method:</b> Payment paid directly to Provider. Typical payment methods include childcare subsidies and paying out of pocket.</p>	<p><b>Cost:</b> SPP tuition is determined on a sliding scale.</p> <p><b>Payment Method:</b> Payment paid directly to the City of Seattle/SPP. Please see the chart on page 2 to learn how to submit payment.</p>	<p><b>Cost:</b> Rates vary by Provider. Please contact your child's school to learn extended day cost.</p> <p><b>Payment Method:</b> Payment paid directly to Provider. Typical payment methods include childcare subsidies and paying out of pocket.</p>

*\*Please note, this is a sample schedule. Actual hours of operation vary by individual provider and not all providers offer extended hours.\**

## Making Payments

1. Payments are due based on the billing schedule.
2. Check the Payment Options section details for how and where to pay.
3. For phone or online payments, have your Customer ID and Invoice # ready.
4. If paying by check or money order, write “City of Seattle-SPP”

Payment Options	Contact Information / Address	Payment Types
<p><b>Online</b> (Preferred method)</p>	<p>The portal is available here: <a href="http://lookup.billerpayments.com">Lookup Account Details (billerpayments.com)</a></p>	<p>Need the Customer ID and Invoice #</p> <p>If the invoice is <b>under \$3000</b>, both credit card and bank account are accepted.</p> <p>If the invoice is <b>over \$3000</b>, <b>only a bank account</b> can be used.</p>
<p><b>Mail</b> (Preferred method)</p>	<p>City of Seattle - SPP Treasury Dept Accts Receivable PO Box 94626 Seattle, WA 98124-6926</p>	<p>Check or Money Order</p> <p>Write “City of Seattle-SPP” on all checks or money orders.</p>
<p><b>Phone</b> (Only when the online payment portal is not available)</p>	<p>City Payment Line: (206) 684-7800</p> <p>Hours: 8:30 am to 3:00 pm</p>	<p>VISA/Mastercard (3-digit security code is required)</p> <p>Need the Customer ID and Invoice #.</p>
<p><b>In-Person</b></p>	<p>Seattle Municipal Tower 4<sup>th</sup> Floor Payment/Information Desk Seattle Municipal Tower 700 5<sup>th</sup> Avenue Seattle, WA 98104 Hours: 8:30 am – 4:00 pm</p>	<p>VISA/Mastercard, Cash, Check</p>
	<p>Customer Service Centers <a href="http://www.seattle.gov/customer-service-centers">http://www.seattle.gov/customer-service-centers</a></p>	<p>VISA/Mastercard, Cash, Check</p>

## Proof of Payment – For Information Purposes Only

1. As a courtesy, SPP will mail tuition history statements twice a year, in February and July
2. For additional payment summaries, please send an email request to: [SPPbilling@seattle.gov](mailto:SPPbilling@seattle.gov)

## Contact Us

1. Billing Questions Email: [SPPBilling@seattle.gov](mailto:SPPBilling@seattle.gov)
2. Billing Questions Phone: 206-684-5660  
Hours: 8:00 am – 4:00 pm

## Seattle Preschool Program Frequently Asked Questions

### **When is my payment due?**

Payments are due according to the Billing Schedule above or on the date listed on the invoice.

### **Where will I get my monthly tuition bills?**

Your invoices will be emailed to you from the City of Seattle from [info@seattle.gov](mailto:info@seattle.gov) on the billing date. If you do not see the email, check your SPAM folder. To make sure you get the emails, add "[info@seattle.gov](mailto:info@seattle.gov)" as a Safe Sender or mark as not SPAM.

### **What if I am late or can't pay on time?**

If your family's financial situation has changed and you can't make a payment, contact the billing office. You might qualify for a tuition reduction and may be able to set up a payment plan. Email [SPPBilling@seattle.gov](mailto:SPPBilling@seattle.gov) for assistance

### **Can I pay online?**

Yes, you can pay online. You will need your invoice # and customer ID to access the payment portal. If you don't have these, please contact SPP billing by email at [SPPbilling@seattle.gov](mailto:SPPbilling@seattle.gov) or (206) 684-5660. The portal is available here: [Lookup Account Details \(billerpayouts.com\)](http://Lookup Account Details (billerpayouts.com)).

- For invoices under \$3000, you can pay with a credit card or bank account.
- For invoices over \$3000, only bank account payments are accepted.

### **What do I do if there is a mistake on my tuition bill?**

Please notify the billing office at [SPPbilling@seattle.gov](mailto:SPPbilling@seattle.gov) if there is a mistake on your bill. DEEL staff will work together to determine whether a change in tuition is needed.

### **Do you accept partial payments or offer payment plans?**

We accept all payment amounts and offer payment plans on a case-by-case basis. Please contact the billing office at [SPPbilling@seattle.gov](mailto:SPPbilling@seattle.gov) for more information.

### **What if my income changes and I'd like my tuition amount adjusted?**

Please contact [preschool@seattle.gov](mailto:preschool@seattle.gov) with updated income documentation. An enrollment specialist will be in contact with you. Increases in income do not need to be reported within the school year; however, you may be asked to re-verify your income if you return to SPP for a second year.

### **Can the SPP Billing Department sign my Flexible Spending Account (FSA) form?**

No, your preschool provider will need to sign your FSA form since they are the ones who provide care and can verify participation. We are happy to provide you with a summary of charges/payments to share with your provider; to request payment summaries, please send an email to: [SPPbilling@seattle.gov](mailto:SPPbilling@seattle.gov).

### **Do I owe tuition during summer extension?**

Yes, if your child participates in summer extension in a SPP classroom, you will be charged tuition during summer extension. The same monthly rate will apply during the summer months.