Seattle Department of Education & Early Learning

SEATTLE PRESCHOOL PROGRAM

Seattle Preschool Program (SPP)
2026-27 Tuition Payment Guidelines

Tuition Payment Policies

1. SPP tuition covers either 6 hours or 10 hours per day of SPP programming, depending on your child's type of enrollment; it does NOT cover childcare costs outside of regular SPP school hours (e.g., before/after care, wrap around care) or for care provided during school breaks. Please see the sample schedule below for more details.
2. For school year (10-month) SPP, the billing cycle is October-June. For full year (12-month) SPP, the billing cycle is October – August.
3. Tuition will ***not*** be prorated due to regular student absences or typical agency closures (e.g., school breaks, holidays, weather-related closures).
4. Monthly tuition bills will be sent to the primary email on file beginning October 2026.
5. The Department of Education and Early Learning offers a 10% discount for each additional sibling enrolled in SPP.

Tuition Adjustments

1. If your income or household size changes, email the SPP enrollment team before the deadline (see below) to have the changes reflected in that month's bill. If reported after the deadline, the changes will apply to following month's bill.
2. For children starting or leaving mid-month, tuition will be adjusted as follows:
   - Start before the 15th or leave after the 15th → full tuition
   - Start on/after the 15th or leave on/before the 15th → 50% tuition.

Billing Schedule

Invoice month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Deadline for Changes	No bills sent	10/3/26	11/3/26	12/3/26	1/3/27	2/3/27	3/3/27	4/3/27	5/3/27	6/3/27	7/3/27	8/3/27
Bills Sent	No bills sent	10/8/26	11/9/26	12/9/26	1/11/27	2/9/27	3/9/27	4/9/27	5/10/27	6/9/27	7/9/27	8/10/27
Payment Due Date	No bills sent	10/23/26	11/24/26	12/24/26	1/26/27	2/24/27	3/24/27	4/24/27	5/25/27	6/24/27	7/24/27	8/25/27

Sample Schedule: Preschool Day and Payment Structure

SPP SCHOOL DAY	**BEFORE CARE** (Optional)	**AFTER CARE** (Optional)
6-hour SPP: 9:00 AM–3:00 PM*	7:00–9:00 AM*	3:00–6:00 PM*
10-hour SPP: 7:30 AM–5:30 PM*		
• Cost: SPP sliding-scale tuition	• Cost set by provider	
• Pay City of Seattle/SPP (see Payment Options)	• Pay provider directly (subsidy or out-of-pocket)	

**Please note, this is a sample schedule. Actual hours of operation vary by individual provider, and not all providers offer before/after care.*

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	How to Pay	Payment Types
Online (Preferred)	Use the billing portal: Lookup Account Details (billerpayments.com)	Need the Customer ID and Invoice # Under $3000: card or bank account Over $3000: Bank account only
Mail (Preferred)	City of Seattle - SPP Treasury Dept Accts Receivable PO Box 94626 Seattle, WA 98124-6926	Check or Money Order Include "City of Seattle – SPP" on all checks or money orders.
Phone (Only when the online payment portal is not available)	City Payment Line: (206) 684-7800 Hours: 8:30 am to 3:00 pm	VISA/Mastercard Need the Customer ID and Invoice #
In-Person	Seattle Municipal Tower 4th Floor Payment/Information Desk 700 5th Avenue Seattle, WA 98104 Hours: 8:30 am – 4:00 pm	VISA/Mastercard, Cash, Check
	Customer Service Centers http://www.seattle.gov/customer-service-centers	

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

Contact Us

1. Billing Questions Email: 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?
Invoices will be emailed on the billing date to the primary email address on your account from the City of Seattle from info@seattle.gov. If you do not see the email, check your SPAM folder. To make sure you get the emails, add "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 for assistance.

What do I do if there is a mistake on my tuition bill?
Please notify the billing office at 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 for more information.

What if my income changes and I'd like my tuition amount adjusted?
Please contact preschool@seattle.gov with updated income documentation. A program intake representative 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.

Do I owe tuition during summer?
Yes, if your child is enrolled in a full year (12-month) SPP classroom, you will be charged tuition during summer. The same monthly rate will apply during the summer months.

Updated July 2026