

## St. John's Preschool & Childcare Center—Tuition Policy

### Enrollments

- At the time of registration, the amount of time your child will attend our center is recorded, and this becomes the basis for your tuition. If you wish to change your child's number of days or hours per day, we ask that you submit this request on the schedule change forms that are located by the computer, outside of the director's office. A two-week notice is requested. Schedule changes received after noon of the Wednesday prior to the week of change will result in a \$10 re-scheduling fee unless an emergency situation arises. Our staff work schedules must be completed in a timely manner, so we ask for your family's cooperation in this.
- The time your child is brought to the center and the pick-up time for your child is recorded at the time of enrollment. Staff members are scheduled according to the hours recorded for your child. For this reason, we ask that you notify the director on the schedule change sheets if there are any changes to your scheduled time or if your child will be absent. Please give two weeks' notice. All pick ups past scheduled time will result in a charge of \$5 per ten minutes for each child past scheduled pick-up time. Please call in advance to ensure we have staff available to cover the late pick-up.
- The registration fee and first week's tuition are due at the time of registration.
- Notice of withdrawing your child is requested in writing to the director two weeks prior to the last day of attendance.
- Withdrawals with less than two weeks' notice may result in a charge to your account. Refunds of credit to accounts must be requested in writing.
- If a child has not been in attendance for a month or more, and a request is made for placement to be held, 50% of the tuition must be paid for that time period in order for placement to be kept open.
- If a child does not attend for a month or more and 50% tuition to hold placement is not being paid, then a registration fee will be required to re-enroll, if placement is available.

### Enrollment Fee

- The registration fee of \$75.00 per family is non-refundable and due at the time of enrollment or for placement on the waiting list. If a parent is requesting to be on a waiting list and they already have another child enrolled at the center, a registration fee will still need to be paid to hold a place. After the additional child has enrolled, we will deduct the registration fee from your payment. This refund applies only to parents enrolling an additional child. If you choose not to enroll your child after they have been placed on the waiting list, the registration fee will not be refunded. Thereafter, the yearly registration fee is \$75.00 and is billed during the first week of September. This amount may be pro-rated during the first year depending on the original enrollment date.

### Tuition

- All tuition is on a prepayment basis. Payments can be made by check (payable to "St. John's Preschool") or money orders. We do accept cash payments but prefer checks or money orders. Payments are due no later than Monday or the first day of attendance for the current week. All alternate payment arrangements must be discussed with the Director or late fees of \$25.00 per week may be assessed.

### Early Drop-Off and Late Pick-up Fees

- Early drop off before scheduled time will result in a \$1.00 per minute fee per child.
- Our center closes at 6pm. If your child remains under our care after that time you will be charged a late fee of \$1.00 per minute for each child. It is against state licensing rules to remain open after 6pm. Please arrive at least 10 minutes before closing to gather all of your child's belongings and be able to depart the center by 6pm.

### Extra Day Charges & Field Trips

- Extra Day charges are those charges assessed when an extra day of childcare is used. These days are billed on a per day rate. Only regularly scheduled attendance applies to the full week tuition discount. This applies to all age groups. Parents not using childcare weekly must pay the day the service is used. Families paying for weekly care can add the extra day to their next week's payment. Field trip fees vary depending on the destination. Those fees can be paid by cash, check or billed to your account as long as you have no balance due.

### Illness Credit or Fee

- Credit will be given at 50% if your child is absent for extended illness (meaning, one calendar week of enrollment days). If the illness extends beyond the calendar week, credit will be given at 100% provided a doctor's note is submitted. Single day absences are not credited.
- **Late pick-up fee of \$35.00 will be billed for children not picked up within the required 1 hr for pick-up due to illness (beginning at the initial contactor message left by center staff).**

### Vacation Credit

Vacation credit will be granted under the following terms: (before & after school care and preschool only program are not eligible for vacation credit)

- If enrolled 5 days per wk---10 days vacation credit  
If enrolled 4 days per wk---8 days vacation credit  
If enrolled 3 days per wk---6 days vacation credit  
Less than 3 days per wk---not eligible for vacation credits
- Vacation credits apply yearly according to your enrollment date. School-age children attending the summer program are given 1 week of vacation credit based on the number of days enrolled per week.
- Children must be enrolled for three consecutive months in order to use vacation credits.
- Vacation credit is usually given on a per week basis. Parents can request single vacation days prior to the time needed. We request two weeks' notice to allow for scheduling changes or no later than noon on Wednesday of the week before to use the credits. Please fill out a yellow schedule change form located by the payment box to request vacation day credits.

### Holidays & Snow Days

- Our center is closed for all of the legal holidays. No holiday credit is given unless it is part of a requested vacation day or week.
- Our center will generally not close for snow days unless travel becomes impossible. There is no fee for snow days if our center closes due to weather.

### Discounts

- All **active** members of St. John's Lutheran Church, Fredonia who are enrolled 3 full days per week or more will receive a 10% discount for their children enrolled in our childcare center. This discount does not apply to preschool only or before/after school rates.
- **Or** a 10% multi-child discount is available to non-members who enroll their children 3 or more, full days in our childcare program. The youngest child is billed at full rate. This discount is not available for children in the school-age program, except for during the summer program and the child is enrolled 3 or more full days.

### Referrals

- Any referrals to our center will be appreciated. We will give 50% off one-week of tuition if the family you recommended us to is enrolled and in attendance for 3 consecutive months in our center.