

**CHILDREN'S LEARNING CENTER
FEE SCHEDULE AND TUITION POLICY
(Effective 10/1/14)**

RATES

You are charged for child care services based on your signed Tuition Agreement Contract, whether your child attends the program as scheduled or not. Please make sure your Tuition Agreement, which is your contract with us for consistent care, is accurate and kept current.

- * **A registration fee of \$35 per child is required each time a family registers a child.** This fee, which is paid at time of registration and prior to child attending CLC, covers processing enrollment and printing monthly parent newsletters. If paperwork has been processed and it is decided not to utilize the CLC, registration fee is forfeited.

Registered Children

- * **Full Day Rate** (Center is open from 6:30am to 5:30pm, Monday through Friday)
\$27 per day (more than 5 hours per day)
- * **Half-Day Rate**
\$19 per day (5 hours or less per day)
- * **Before and After School Programs** (for children coming before school any time from 6:30am to 8:15am or for children coming after school from approximately 3:15pm to 5:00 or 5:30pm)
\$8 per day (Before School) \$9 per day (After School)
- * **\$2.00 per day transportation fee** will be charged during the school year to those children registered for and needing transportation (applies only to after school programming). This fee will be charged based on the signed Tuition Agreement whether your child uses the service or not. It will not be charged on those days when the Petoskey School bus is unavailable (snow days, school closed, maintenance issues, etc.).
- * **Drop Off Rate** - (for non-registered siblings of children who currently attend the CLC only - to be used for snow days, professional days, etc.) Based on availability - parent should call first to confirm that space is available. These extra charges will be added to the parent's next monthly invoice.
\$30 per full day \$20 per half day \$12 per day (after school)
- * **Summer Activity Fees** cover the cost of special field trips and activities provided to School Age children and are charged as follows:
\$20 per month for children attending three or more days per week during the summer
\$10 per month for children attending less than three days per week during the summer
- * **Free Week** – Children who attend the CLC all year round and have attended the CLC for at least six consecutive months, are entitled to one free week, based on their scheduled time, per year. A free week consists of the number of specific days in one week when a child is enrolled but does not attend the CLC and for which the family will not be charged. Please ask CLC staff for a "Free Week" application form. The free week may be taken at any time, but for staff scheduling purposes, we must know at least one week in advance of the time you plan to begin your free week by submitting your form. For billing purposes, any adjustment will be made the following month - unless we know your plans before the monthly billing occurs. You will be responsible for paying your bill as presented on the 15th and 30th even if your child has been using a free week during that billing period. Children in the same family do not have to use the same free week.

Additional Fees That May Apply

- * **Late Pick Up Fees are \$15 per 10 minutes** - (or any fraction thereof) and will be assessed after 5:30 pm. Should consistent late pick up occur (more than 3 times for one child), that rate would be increased to \$25 per 10 minutes (or any fraction thereof), conversations with the Program Director will take place and termination of services may occur.

- * **A 10% discount** is offered for the second, third or fourth registered child from same family.
- * A **Termination Notice** must be completed, signed and given to the Program Director providing **1 week notice** of termination of services in order to prevent being charged for that time. If written notice is not provided, one week of time, based on the Tuition Agreement will be charged to the account.

BILLING AND PAYMENT

- * **Monthly billing is based on the current, signed Tuition Agreement.** If that Tuition Agreement does not reflect your needs, ask to change it. The Tuition Agreement is the contract for consistent care between the parent(s) and the CLC. Be sure it is accurate.
- * **Bills are issued during the first full week of the month.** Bills are placed in parent folders. The bill will reflect current month's charges based on the schedule provided on the Tuition Agreement. Additional charges accumulated from the previous month will also be included.
- * **A \$25 late payment fee is charged when payment is past due.** To avoid late charges, payment of at least ½ of the total owed must be received on or before the 15th of the month, and the remaining balance must be paid on or before the 30th. Payments must be on time even if the 15th or 30th fall on a weekend or holiday.
- * **If the bill is not paid in full by the 30th of each month, a reminder notice will be placed in the parent folder.** If the bill is not paid in full by the date on this notice, the child will not be able to return to the Center until the account is up-to-date.
- * **Cash, checks, money orders and/or credit cards** will be accepted for payment of fees. Cash, checks and money orders should be placed in the locked metal payment box in the CLC or brought upstairs to the administrative offices for an immediate receipt. Credit card payments should be arranged with secretarial staff upstairs in the administrative offices.
- * **A \$25 service fee is charged on all returned checks.**

(In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.)