

**CHILDREN'S LEARNING CENTER  
FEE SCHEDULE AND TUITION POLICY  
(Effective 1/1/24)**

**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 \$45 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 7:30am to 5:30pm, Monday through Friday)  
**\$40** per day (more than 5 hours per day)
- \* **Half-Day Rate**  
**\$30** per day (5 hours or less per day)
- \* **Before and After School Programs** (for children coming before school any time from 7:30am - 8:15am or for children coming after school from approximately 3:15pm - 5:30pm)  
**\$11** per day (GSRP/School Age Before School)      **\$19** per day (GSRP/School Age After School)
- \* **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.  
**\$42** per full day                                      **\$32** per half day
- \* **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 15<sup>th</sup> and 30<sup>th</sup> 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 Program Exit Form** should be completed, signed and given to the Program Director providing **1 week** notice prior to completion of enrollment at CLC.

**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.

- \* **Invoices are issued during the first full week of the month** and 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.
- \* **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.**

#### **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) ([http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)) online, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.