TUITION 2024-2025 POLICY & PROCEDURES

NON-POTTY TRAINED

(1) **REGISTRATION FEE:** There is a first time annual \$150.00 non-refundable registration fee due at registration which covers the school year from September through June. **Subsequent registration fees is \$125.00**.

(2) SUMMER REGISTRATION: June-August is \$75.00 (Non-Refundable) 20% off second sibling enrolled.

(3) **DEPOSIT DUE:** Also due at this time is the first week of tuition plus one-week, refundable deposit. This deposit is **refundable only if a two (2) week written notice is received** and all

tuition has been paid in full, prior to your child withdrawing from our school.

(4) STUDENT SUPPLY FEE: A non-refundable student supply fee of \$125.00 is due each school year

HALF DAY 7:30 – 12:15 PM	PER WEEK	ALTERNATE ½ DAY 7:30 A.M 3:30 P.M.	PER WEEK	FULL DAY 7:30 A.M 6:00 P.M.	PER WEEK
2 DAYS	\$128.00	2 DAYS	\$142.00	2 DAYS	\$155.00
3 DAYS	\$179.00	3 DAYS	\$191.00	3 DAYS	\$218.00
4 DAYS	\$234.00	4 DAYS	\$266.00	4 DAYS	\$288.00
5 DAYS	\$290.00	5 DAYS	\$317.00	5 DAYS	\$341.00

(5)

TUITION: Tuition payments are due the first day your child attends each week. A late fee of \$25.00 will be

billed each week for late tuition payments. Enrollment will be denied for non-payment of childcare services. There is a charge of \$35.00 for any check returned to the school by your bank.

(6)

LATE FEES: Late fees are charged for each additional hour or fraction of an hour, if your child remains after

12:15 (half day) & 3:30 (alternate day), there will be a \$40.00 charge per hour (\$10.00 per 15 minutes or any part thereof). A late charge of \$2.00 per minute, per child is charged after

6:00 p.m. This charge is payable in cash when you pick up your child.

(7)

HOLIDAYS & You are responsible for tuition for the following Holidays & Non-Holiday school closures:

NON-HOLIDAY: New Year's Eve (depending on the calendar year), New Year's Day, Martin Luther King Jr. Day Presidents' Days, Good Friday, Memorial Day, Graduation Day, Juneteenth, Independence Day, Labor Day, One random Friday in October or November (Staff Development Day), Veterans Day, Thanksgiving Day and the day after, Christmas Week including Christmas Eve & Day, The week after Graduation (Staff Vacation), Second week in August (Summer Break).

You may use your vacation credit during any school closure.

(8)

VACATION: If a child has been enrolled at least three (3) consecutive months and payment for tuition has been made in full during this time, tuition will not be charged for the first week a child does not attend school (vacation). One-half tuition will be charged for the second week a child does not attend school (vacation). Full tuition will be invoiced for all other weeks a child does not attend school. Must be absent the entire week to receive vacation credit for the week requesting. Submit a two-week notice in writing to the office or by email to receive your vacation credit.

Under the standards set by the State Department of Social Welfare, a registration packet must be completed and turned into the office prior to your child's first day of attendance.