

# Zion Lutheran Early Childhood Center

## 2017-2018 Tuition and Fee Schedule

Effective January 2017

### Registration Fee

Annual registration fee per child (Non-refundable, non-transferable) \$165.00

### Materials Fee

\$ 120.00/yr.

Covers consumable curriculum materials used throughout the year. Refundable only if child does not start the program, will not be prorated for early withdrawal.

### Preschool Program

Our Preschool program runs Monday through Friday with extended care options. The instructor lead portion of the program is from 8:30 to 12:30 **including lunch** that the parent provides and the payments for this portion are considered tuition. Therefore, it may not be deductible as a tax write-off. The options for extended care enable your child to attend during the indicated times. These additional costs for extended care are tax deductible as a childcare expense. The options available for the Preschool Program are:

#### Junior Preschool (2-3 years) Base Tuition:

8:30am to 12:30pm	2 days	\$90.00/week
	3 days	\$99.00/week
	5 days	\$125.00/week

#### Senior Preschool (3-5 yrs) Base Tuition:

8:30 am to 12:30pm	2 days	\$72.00/week
	3 days	\$94.00/week
	5 days	\$108.00/week

#### Jr. & Sr. Preschool Fees for Extended Care Options:

A	7:00am to 8:20am	\$30.00/week
B	7:00am to 8:20am 12:30pm to 3:30pm	\$70.00/week
C	7:00am to 8:20am 12:30pm to 6:00pm	\$85.00/week

#### VPK Wrap Around Fees for Extended Care:

V	VPK Lunch 11:30am – 12:30pm	\$6.00 a day
P	VPK Wrap around Extended Care 7-8am & 12:30pm - 3:30pm	\$90.00/week
K	VPK Wrap around Extended Care 7-8am & 12:30pm - 6:00pm	\$120.00/week

**The base tuition includes a morning snack. Afternoon extended care options provide an additional snack.**

### Voluntary Pre-Kindergarten 8:30am-11:30am

Voluntary Prekindergarten (VPK) is a legislatively mandated program designed to prepare every four-year-old in Florida for his or her educational success. There is no charge for preschool base tuition if your child is enrolled in the VPK program. Official documentation of enrollment in the program is mandatory. VPK Wrap Around Extended Care fees will apply if you are enrolled in one of the VPK Wrap Around.

### School Readiness

The School Readiness program is designed to help children at risk of school failure because of a variety of factors including, but not limited to, poverty, abuse, or health issues. It is designed to assist children in achieving educational success and becoming productive members of society. Parents with children enrolled in the School Readiness Program will be responsible for paying the assigned portion of childcare costs as determined by the School Readiness program. Failure to make payment for your assigned portion of the childcare costs will jeopardize your enrollment in the program. Official documentation of enrollment in the program is mandatory.

## Billing and Payment Policy

All Programs are billed two weeks in advance of attendance. The statement will be for the number of days for which your child is expected to attend. The weekly tuition amount for the Preschool program shown is for a child without any siblings. Families with additional children enrolled will receive a 20% discount on the oldest child. Billing for Morning Care and Late Pickup will be made on the next billing statement. Billing for students scheduled for less than five days who attend days more than what is agreed to will be billed for excess days of attendance on the next Billing Statement.

**As the Attendance Policy for Preschool programs states, students are permitted 5 Excused Absences. After five absent days, you will be billed the regular fee for full attendance.**

The following holidays are considered regular school days and you will be billed for them: 4<sup>th</sup> of July (Summer Camp), Labor Day, Veterans Day, Thanksgiving Day and the Break, Martin Luther King, Jr. Day, Presidents Day, Good Friday, Easter Monday, and Memorial Day.

## Payments

Payments must be made bi-weekly and are due on Tuesdays. You will receive a statement in your child's backpack at least two days before the payment is due. This will include normal charges for coming two weeks, as well as any extra charges and/or adjustments for the previous two weeks. All payments for ECC/Extended Care fees are payable to the Zion Lutheran Early Childhood Center (ECC) at the ECC office. **DO NOT DEDUCT FROM THE STATED AMOUNT ON THE BILLING STATEMENT.** Notify us in writing if you believe an adjustment should be made. Attendance records will be checked and adjustments (credit or charge) will appear on the next billing statement. **Should timely payments become a problem, your child may not be able to remain at our center.**

## Extra Fees

### Late Pick-Up Penalty

If your child is not picked up by your contracted time (11:40, 12:40, 3:40, or 6:00), there is an additional fee payable in cash within 48 hours. The fee will be \$10 for any portion of the first ten minutes and \$1 for each additional minute. There is an additional late payment charge of \$1/day after the 48 hours.

Excessive late pick-ups and/or failure to pay fees in a timely manner will jeopardize your child's participation in the program.

### Late Payment Charges

If your child's payment is not received on the date due, or the first day your child attends for the week, the late payment charge will be \$5.00 and is payable in cash. If the balance due is not paid in full, including the late fee charge, by the following Monday, an additional \$5.00 charge will be added each week until the balance is paid in full. Should the balance go unpaid for two weeks, your child will not be allowed to attend until the balance and late payment fees are paid in full. The only exception to this policy will be vacations and illness.

### Returned Check Fee

\$20.00

This fee is charged each time a check is returned. This fee is payable in cash. If there are two check returns within one calendar year, all payments must be made in cash, by certified check, or by money order for one calendar year.

### Tax Statement Fee

\$20.00

Receipts are provided for all payments for child care and tuition received. These receipts showing the childcare portion of your payment should serve as documentation for tax purposes and should be saved for the entire year. Should you need a more formal statement for tax purposes, we can provide one for the tax statement fee. This fee is payable in cash prior to delivery of the statement.