



## 4K Fee Schedule and Financial Policies January 2023

4K school year program				
4 or 5 days per week		3 days per week		
before <b>and</b> after 2 transports	before <b>or</b> after 1 transport	before <b>and</b> after 2 transports	before <b>or</b> after 1 transport	
\$200/wk	\$190/wk	\$180/wk	\$165/wk	
Weeks with 3 or less days of school will be charged at 4/5 year old rates.				
Age of Child	Full Day/4-5 days/wk	Full Day/2-3 days/wk	Half Day/ 4-5 hours per wk max 5 hrs per day	Half Day/ 3 days/wk Max 5 hrs per day
4 and 5 years	\$220/wk	\$63/day	\$148/wk	\$43/day

### Attendance and Tuition Policies

**Hours of Operation:** Community Child Care Center's hours of operation are from 6:30 a.m. to 5:30 p.m. Please see the center calendar for days the center is closed.

**Registration Fees:** \$50/child or \$80/family due at enrollment. First week's tuition is due at registration and will be applied to first week of care. A child's start date must be within 4 weeks of enrollment (max 12 weeks of age for enrolling newborns). If parents choose a start date more than 4 weeks after enrollment then weekly tuition will be charged starting for the 5<sup>th</sup> week after enrollment date. These fees are not refundable.

**Enrollment contract:** The financial agreement determines the days and times Community Child Care Center agrees to provide care at the agreed upon rate. Additional days/time may be requested; however availability is not guaranteed and is subject to additional fees. Failure to pay tuition on time will result in termination of enrollment.

**County Assistance:** Families that utilize WI Shares to pay a portion of their tuition will receive a credit toward tuition equal to 10% of their WI Shares contribution when their shares payment is less than tuition rates. This is available due to Quality bonus payments from Youngstar.

**Oldest Child Discount:** Receive 10% discount on tuition for oldest child enrolled- not applicable when oldest utilizes transportation.

**Payment:** Payment can be done utilizing the Brightwheel app or with check or cash payments. All payments are due by the close of business on the Friday prior to the week of care. Late fees (\$10 per week) will be assessed on Monday for any accounts not paid in full. If the center is closed on the day payment is due then payment is moved to the day prior. Failure to pay field trip fees by date due as noted on field trip form will result in a \$5 late fee being assessed. In order for school age children to avoid addition of tuition for no school days, two week notice is required.

**Vacation:** After each six months of full time enrollment, a week of vacation can be used. Vacation rate is 50% of regular weekly tuition. A notice of vacation must be received by Center Director two weeks prior to the start of the vacation. Vacation must be used in increments of 1 full week at a time. Vacation time does not accrue.

**Absences:** Weekly tuition is charged regardless of attendance. Parents are required to notify the center if a child will not be arriving via scheduled transport from school or not riding in scheduled pick-up from school. Repeated failure to notify the center prior to expected arrival or pick-up time may result in termination of enrollment.

**Late Pick-up:** a \$10 fee shall be charged at 5:31 p.m. for each child remaining at the center past 5:30 p.m. Time of parent entry via security system is the determination of time. After the first 5 minutes families will be charged at \$1/minute.

**Contract Changes:** Two week written notice is required for contract changes. Two week notice is also required to prevent additional charges for no school days.

**Withdrawal from the Center:** A two week written notice is required for withdrawal from the center, tuition is charged regardless of attendance.

**Addendums to policies due to COVID:** Policy amendments due to COVID supersede regular policies. Parents will receive a copy of these policies at enrollment and whenever policy adjustments are made.