



Fee Schedule and Financial Term Agreement

1. A registration fee in the amount of \$35 is required, payable at the time of enrollment. A \$25 Technology Fee is due for Preschool enrollment in addition to the registration fee.
2. Tuition and fees will be determined on a yearly basis and announced at the time of registration on or before September 1st.
3. Tuition fees for 3K & 4K are collected **monthly**, for the months of September through May. These payments are due the **first day of class each month**. Payments can be made in cash or check payable to St. Paul's. Place your payment in the podium located below the Procure sign-in/out screen. ***Please make separate checks for Hot Lunch.***
4. Fees for childcare are collected **weekly** unless prior permanent arrangement is made with the Director. Fees will be calculated on the last day of the week and payment is expected by Friday after receipt of invoice by **12 noon**. A \$10 Overdue Payment Fee will be assessed to overdue payments.
5. Registration and technology fees are nonrefundable, even if the parents choose to withdraw the child from the program.
6. A delinquent fee beyond **two weeks**, without satisfactory arrangements with the Director, automatically drops the child from the program until the fees are paid in full. Failure to pay all fees within **60 days** will result in the debt being sent to Credit Bureau Data Inc. and a report to the three Credit Bureaus.
7. Parents are expected to pick-up child before center closing time. A late pick up fee of \$15.00 will be assessed for every 15 minutes the child remains at the Center after Center closing.
8. Failure to sign your child(ren) in or out of Procure will result in a warning for the first offense. A charge of 10 hours for care (\$35 or \$42.50) will be charged to your account for consecutive incidents. More than three incidents in a six month period may result in termination from the program.

Scheduling: Schedules are due on **Wednesday by 6pm**. Failure to turn in a schedule will result in being charged a Drop-in Fee (\$10 an hour per child) for the hours your child attends. You will be billed off of your child's schedule even if your child is absent. If you are in need of additional hours after your schedule has been turned in, please notify the Director to request a 1,5, or 10 hour block of time at least 24 hours in advance to avoid penalty. If your child exceeds their scheduled hours you will be charged at a Drop-in rate (\$10 an hour per child).

Please circle your choice(s) below for Preschool:

| | | |
|----------------------------|---------------------------------|---------------------|
| Fees for Preschool: | 3 Day Half Day T, W, Th AM Only | \$850/school year |
| | 3 Day Full Day T, W, Th | \$1,000/school year |
| | 5 Day Half Day M-F AM only | \$850/school year |
| | 5 Day Full Day M-F | \$1,000/school year |

Fees for Childcare when not attending Preschool:

| <u>Ages</u> | <u>Weekly rates based off of childcare schedule</u> | | |
|---------------------------------|---|--------------------|--------------------|
| 6weeks – 18mos. | 1 Hour: \$5.00* | 5 Hours: \$25.00 | 10 Hours: \$50.00 |
| | 20 Hours: \$100.00 | 30 Hours: \$142.50 | 40 Hours: \$180.00 |
| | 50 Hours: \$212.50 | | |
| 2 nd Child- Infant: | 1 Hour: \$4.00* | 5 Hours: \$20.00 | 10 Hours: \$40.00 |
| | 20 Hours: \$80.00 | 30 Hours: \$120.00 | 40 Hours: \$160.00 |
| | 50 Hours: \$200.00 | | |
| 18mos. – 12yrs | 1 Hour: \$4.25* | 5 Hours: \$21.25 | 10 Hours: \$42.50 |
| | 20 Hours: \$90.00 | 30 Hours: \$121.00 | 40 Hours: \$153.00 |
| | 50 Hours: \$180.50 | | |
| 2 nd Child – 18mos+: | 1 Hour: \$3.40* | 5 Hours: \$17.00 | 10 Hours: \$34.00 |
| | 20 Hours: \$68.00 | 30 Hours: \$102.00 | 40 Hours: \$136.00 |
| | 50 Hours: \$170.00 | | |

1 hour block only available after the purchase of the 5 hour block for the week.

A \$25.00 fee for NSF returned checks will be charged. This fee must be a cash payment made along with a cash payment of the original check amount.

Drop-In Rate: \$10 an hour per child for time spent outside of a child’s planned schedule without approval from the Director or classroom Lead Teacher. Includes more than 15 minutes over a child’s scheduled pick up or drop off time.

Late pick-up fee: \$15 for every 15 minutes after center closing

Overdue Payment Fee: \$10 for every week overdue

I have read and understand the fee schedule and financial terms of this agreement and have read the Parent Handbook and I agree to follow all guidelines and policies pertaining to the enrollment of my child (children) in Little Lambs Child Development Center.

Child’s Name: _____

Signature of Parent/Guardian _____ Date: _____

Parent/Guardian Name (Printed): _____