



Early Childhood Center Tuition Rates and Fees

Effective June 1st, 2020

Childcare House: Infant, Wiggle, & Toddler Room	Daily Rate	Weekly Rate	Complimentary Days
2-4 days per week	\$68.66		4/6/8
5 days per week	\$62.42	\$312.10	10

Childcare House: Toddlers Plus (Toilet Learned)	Daily Rate	Weekly Rate	Complimentary Days
2-4 days per week	\$62.42		4/6/8
5 days per week	\$56.18	\$280.90	10

Extended School Care Before school (3K/4K ONLY): 7:00 am – 7:35 am After school (all grades): 3:05 pm (Th 2:35 pm) – 5:45 pm	Daily Rate		Children must be pre-registered to receive care
	3K/4K	5K-8 th grade	
Scheduled	\$17.50	\$17.50	Billed according to Monthly Request for Care Form
Drop In Care	\$20.00	\$20.00	Billed the following week after care is received
No School and Early Release Days	\$55.00	\$50.00	Billed according to Monthly Request for Care Form
Summer Care	\$47.74	\$46.35	Billed according to weekly schedule contract

We do not offer half day care or flexible scheduling services.

Additional Fees and Discounts

Intent to Enroll Fee	10 days paid tuition per child; non-refundable; secures your child's seat
Registration Fee	Infant and Toddler House \$50.00/child; upon enrollment and when child moves to next room; non-refundable
	Extended School Care \$25.00/child; annual; non-refundable
Sibling Discount	5% off youngest child; all children must currently attend Trinity
Monthly Facility and Equipment Fee	\$5.00/child per month
Extended Leave Fee	If there is a lapse of care greater than two (2x) weeks families will be charged 1/3 their weekly tuition rate to retain their child's seat. If extended leave fee is not paid your child's seat is not guaranteed and family must pay the registration fee for each child and fill out a schedule contract.
Late Pick-Up Fee	\$15.00/child after 5:55 pm
NSF & CC Decline Fees	\$35.00 first decline; \$50.00 second decline; \$50.00 third decline, care suspended and referred to Trinity's Executive Director
Hot Lunch Fee: Wiggle and Toddler Rooms	Included in tuition rate

Financial Policies

SCHOOL AND CHILDCARE HOURS

Monday - Friday

Trinity 3K-8 th Grade	7:50 am - 3:05 pm (Thursday 2:35 pm)
3K/4K AM Preschool	7:50 am - 11:00 am
Infant and Toddler House	7:00 am - 5:45 pm
Extended School Care (ESC)	Before school (3K/4K ONLY): 7:00 am – 7:35 am After school (all grades): 3:05 pm (Th 2:35 pm) – 5:45 pm

ROOM REQUIREMENTS

Infant Room, Wiggle Room, Toddler Room

- Child is in diapers or pull-ups
- Minimum of 2 days per week
- A transition meeting will be planned around child's birthday to discuss transition to the next room. This rate applies until child is confidently toilet learned

Toddler Plus Rates

- Child must be confidently toilet learned to qualify for this rate
- Minimum of 2 days per week

Extended School Care (ESC)

- 3K through 8th grade
- Children must be registered in childcare in order to receive care

TUITION EXPRESS

TLECC uses Tuition Express, a tuition payment system that allows parents to set up convenient automatic payments using a designated bank account (checking or savings) or credit/debit card (VISA or MC) to pay tuition and other charges on a weekly schedule. Enrollment in Tuition Express is mandatory. Please contact the Director to gain access to your Tuition Express account information.

PROCARE AND MYPROCARE

Account statements will be emailed monthly for the previous month's charges/credits.

MyProcare allows you to view your personal contact information, view child immunization status, view schedules, review recent time card entries, print end-of-year tax statements (Customer Charge Credit Summary), and choose specific dates to view and print Customer Statements (view account ledger). Please contact the Director to gain access to your MyProcare account information.

SCHEDULE CONTRACT (Infant & Toddler House)

A schedule contract is required upon enrollment for the specified number of days per week your child will attend. A minimum of two days per week is required for enrollment. TLECC does not offer half day care. A fixed weekly schedule is required.

SCHEDULE CHANGES (Infant & Toddler House)

Any changes to your weekly schedule requires a new schedule contract. If the contract decreases in number of days care is needed or switches days of the week (but remains the same number of days), a \$50.00 registration fee will be billed to your account. If the contract increases in number of days care is needed, the registration fee is waived.

ESC SCHEDULES

Children in 3K-8th grade in need of care after school will need to fill out a Monthly Request for Care form and submit it by the specified due date in order to receive care. Monthly Request for Care forms can be found on our website or in the office.

ACCOUNT BALANCES

Childcare tuition is the sole responsibility of the parents/guardians. TLECC does not accept state-funded assistance. Our policy for families utilizing our services requires payment up front, and accounts maintaining current status each week for these services to remain eligible. Care will be suspended for accounts that are three weeks past due. Please speak with the director for extenuating financial circumstances.

PAYMENT POLICY

Childcare tuition is the sole responsibility of the parents/guardians. Non-payment of tuition and fees may result in immediate suspension of services or dismissal from the program. Any permanent schedule change requires payment of the registration fee and a new schedule contract.

Payment Schedule

- Infant and Toddler House: Automatically withdrawn, on the 1st business day of the week through Procure, using Tuition Express, according to child's schedule contract, from a checking/savings account or debit/credit card (VISA or MC); Tuition charges will be calculated based on your schedule contract.
- 3K: Automatically withdrawn the 1st business day of the month through Procure, using Tuition Express, from a checking/savings account or debit/credit card (VISA or MC)
- 4K: Trinity Lutheran School will collect 4K – 8th grade tuition. Payments can be made through Skyward, using eFunds, from a checking/savings account or debit/credit card
- Extended School Care: Automatically withdrawn the 1st business day of the month for that month's anticipated care needs (Monthly Request for Care form), using Tuition Express, from a checking/savings account or debit/credit card (VISA or MC); We do not apply refunds for cancellations; Drop-in rate applies to all children not pre-registered for care; Summer ESC is subject to the weekly contract and payment policy

HOLIDAYS

Parents with children that receive care at the Infant & Toddler House do NOT pay for the following holidays:

New Year's Day	Memorial Day	Labor Day	Christmas Eve Day
Good Friday	Independence Day	Thanksgiving and the day after	Christmas Day

INCLEMENT WEATHER AND OTHER EMERGENCIES

You will not be charged for days the childcare closes due to inclement weather. However, if we are open and need to send children home because of inclement weather a full days' charge will be reflected on your account.

Accounts will reflect a full days' charge if the Center closes due to circumstances out of our control (i.e. power outages). If the Center closes due to circumstances under our control (i.e. loss of heat), your account will not be charged.

PROFESSIONAL DEVELOPMENT DAYS

There will be four 4x (*to be announced by the third week in June*) professional development days for our teachers and staff. Parents will be charged for professional development days.

COMPLIMENTARY DAYS

Complimentary days are provided to children receiving care in the Infant and Toddler House (Infant Room, Wiggle Room, Toddler Room). Complimentary days are based on your schedule contract. You may use a complimentary day for your own personal reasons. Absences due to extended hospitalization or home care will be reviewed on an individual basis. The Center Director will keep track of your complimentary days. Complimentary day credits will be reflected on your account ledger the following week. Once all complimentary days are used, you must pay according to your schedule contract each week regardless of actual attendance. Complimentary days renew on January 1st and are good for the calendar year. We do not offer credits for unused complimentary days. Due to staffing considerations, the use of half of a complimentary day is not permitted. Complimentary days may be used consecutively.

VACATION VOUCHERS

Families will receive a one-week (5 days) vacation voucher per child. Vacation vouchers must be requested in advance and used as a one week block of time. They cannot be used for sick days. Vacation vouchers renew on January 1st and are good for the calendar year. We do not offer credits for unused vacation vouchers.

EXTENDED LEAVE FEE

If there is a lapse of care greater than two (2x) weeks families will be charged 1/3 their weekly tuition rate to retain their child's seat. If extended leave fee is not paid, your child's seat is not guaranteed and the family must pay the registration fee for each child and fill out a schedule contract.

SUMMER CARE

Summer is defined by the day after the last day of Trinity's school year and the day before the first day of Trinity's new school year. Children who attend elementary schools, other than Trinity, are welcome to attend during the summer as defined by Trinity's summer calendar. Care during the school year is not available to non-Trinity students.

CHRISTMAS BREAK

Care for 3K-8th grade will not be available during Trinity's School Christmas Break. A school calendar is available on Trinity's website and outside the office. The Infant & Toddler House will be closed Christmas Eve Day through January 1st.

SPRING BREAK

The Center will remain open during Trinity's School Spring Break. A school calendar is available on Trinity's website and outside the office. We reserve the right to close due to low enrollment.

EARLY RELEASE AND NO SCHOOL DAYS

3K thru 8th grade parents are responsible for signing their child up for childcare during ER and NS days using the Monthly Request for Care form (found on our website or in the office). Once registered, the tuition charge is non-refundable. Requests for care placed after the sign-up deadline are subject to a **\$10.00** fee or may be denied based on open seat availability and staffing considerations. We reserve the right to close due to low enrollment.

FLEX-SPENDING

TLECC accepts Flex-Spending. Please see the Director for more information.

YEAR-END STATEMENTS

TLECC will provide you with your year-end statement electronically by the end of January.

ANNUAL REVIEW

Rates, operating costs and policies will be evaluated annually. An annual rate increases may occur. Trinity Early Childhood Center of Freistadt reserves the right to modify, disregard, change or cancel all or any part of the Tuition Rates and Financial Policy contents at will, with or without notice.

PARENT INITIATED TERMINATION

Parents must notify the center in writing to the Director at least two weeks prior to the child's last day. Failure to provide two weeks' notice will result in a charge of two weeks' tuition based on the child's current contract.

NON DISCRIMINATION STATEMENT

We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Connecting children to Jesus. Nurturing the wonder of childhood.

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