



# Early Childhood Center Tuition Rates and Fees

Effective September 2020

Extended School Care Before school (3K/4K/5K 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	1 <sup>st</sup> -8 <sup>th</sup> grade	
Scheduled	\$17.50	\$15.50	Billed according to submitted MyProcure schedule
Drop In Care	\$20.00	\$20.00	Billed the following week after care is received
No School Days	\$55.00	\$50.00	Billed according to submitted MyProcure schedule
Early Release Days	\$35.00	\$30.00	Billed according to submitted MyProcure schedule

## Additional Fees and Discounts

Registration Fee	\$25.00 per child; non-refundable
Sibling Discount	Initial registration fee waived for youngest child
Monthly Facility and Equipment Fee	\$5.00 per child
Late Pick-Up Fee	\$15.00 per child after 5:55 pm
NSF & CC Decline Fees	\$35.00 first decline; \$50.00 second decline; \$65.00 third decline, care suspended and referred to Trinity's Executive Director

## Extended School Care Hours:

3K/4K/5K ONLY	MONDAY – FRIDAY 7:00-7:35 AM
3K/4K/5K AFTER SCHOOL	MONDAY – FRIDAY 3:05 pm (Thursday 2:35 pm)-5:45 PM
Trinity 1 <sup>st</sup> -8 <sup>th</sup> Grade	MONDAY – FRIDAY 3:05 pm (Thursday 2:35 pm)-5:45 PM
<b>ESC HOURS School Term: Day of Trinity's first day of school and Day of Trinity's last day of school.</b>	

## Financial Policies

### ESC SCHEDULES

Schedules must be submitted via your MyProcure account two weeks before the 1<sup>st</sup> of the Month. View [video tutorial](#) here.

*Connecting children to Jesus. Nurturing the wonder of childhood.*

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## **CANCELLATIONS OR ALTERATIONS OF ESC SCHEDULE**

One credit per month will be issued to each child scheduled for care. This credit allows you to cancel a previously scheduled ESC day without penalty. Any additional cancellations will result in paying the normal ESC fee, regardless of attendance. Credits do not carry over to the next month.

If ESC days are added after the deadline, then payment of the “drop-in-rate” will be applied. Credits cannot be applied to No School Days and Early Release Days.

## **NO SCHOOL DAY**

3K thru 8<sup>th</sup> grade parents are responsible for signing their child up for childcare for No School days through their MyProcure account. 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.

**How do I schedule my child for a No School Day?** Please view this video to learn how to schedule your child for a No School Day in MyProcure.

## **EARLY RELEASE DAY**

3K thru 8<sup>th</sup> grade parents are responsible for signing their child up for childcare for Early Release days through their MyProcure account. 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.

## **HOLIDAYS CARE IS NOT AVAILABLE**

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

## **PROFESSIONAL DEVELOPMENT DAYS: CARE IS NOT AVAILABLE**

There will be four 4x (*to be announced by the third week in June*) professional development days for our teachers and staff. There will be NO CARE available on professional development days.

## **CHRISTMAS BREAK**

NO CARE is available for 3K-8<sup>th</sup> grade, Christmas Eve Day through January 1<sup>st</sup>. A school calendar is available on Trinity’s website and outside the office. We reserve the right to close due to low enrollment.

## **SPRING BREAK**

ESC is available to 3K-8<sup>th</sup> grade 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.

## **BILLING**

Billing is calculated from the submitted schedules via MyProcure.

## **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.

## **PAYMENT SCHEDULE**

- Payments are automatically withdrawn the 1<sup>st</sup> business day of the month for that month's anticipated care needs through Procure, 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 (seven days before the 1<sup>st</sup> of the month) for care

## **PROCARE AND MYPROCARE**

Account statements can be accessed via your MyProcure account. Please contact the Director to gain access to your MyProcure account information.

MyProcure allows you to view your personal contact information, view child immunization status, view and submit (ESC only) child 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

## **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. Enrollment in Tuition Express is mandatory. Please contact the Director to gain access to your Tuition Express account information.

## **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.

## **INCLEMENT WEATHER AND OTHER EMERGENCIES**

If Trinity Lutheran School of Freistadt is closed due to inclement weather, ESC will close as well. Radio and television stations will share closing information.

## **REGISTRATION FEE**

A registration fee of \$25.00 will be collected at the start of care for both ESC and SASP.

## **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.

## **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.