



Maple Tree Childcare Center Tuition Schedule 2016-2017 School Year

(Beginning the week of September 5, 2016)

- To enroll a new child in the program, please submit the registration fee of \$85 plus payment for the first two weeks of tuition. Registration fees and the tuition pre-payment fees are non-refundable. If your start date varies more than 2 weeks from the contracted date, you will need to begin making tuition payments to hold your spot, or you will need to reapply for the position. If you desire an earlier start than anticipated, we cannot guarantee availability but will do our best to accommodate your needs.
- To off-set the cost of the liability insurance policy that is maintained for each child and to aid in funding enrichment activities, a non-refundable re-registration fee of \$85 is collected each spring to secure your child's spot for the upcoming school year. (Our school year is considered September through August.) This fee will be waived for families paying the annual tuition amount in full.
- Maple Tree (MT) is open Monday through Friday 6:30 AM to 6:00 PM. Full-day children may attend up to 10 hours per day. Half-day children may attend up to 5 hours daily. The AM session must end by 12:30; the PM session may not begin before 12:30.
- MT closes at 6:00 PM. All children must be picked up and *out of the building* by this time. If you exit the building past 6:00 PM you may pay the late fee directly to the staff person who has stayed late to care for your child. The late charge (per child) is \$15 for every 15 minutes, or portion thereof.
- If your child attends part time, you may request extra hours on a space available basis. You will be obligated to pay tuition for the time reserved for your child.
- We cannot honor requests to occasionally switch the days that our part time clients attend. If you want to make a permanent change of schedule, please submit the request in writing and we will try to meet your needs.
- Each family is allowed one week of vacation time yearly for which no fee is charged if your child is not in attendance. A week is defined as your normal schedule of days attended. To determine the amount to pay, use the chart on the reverse side of this form. Example: If your child normally attends 3 days per week, you may claim 3 vacation days per year. If your child takes the full week off, you pay no tuition that week. When your child takes 1 day off, you may pay the 2-day rate. If your child takes 2 days off, you pay the 1-day rate. A two-week notice for taking vacation time is most appreciated. Vacation days do not "carry over" and must be used within the 2016-2017 school year.
- Families enrolling more than one full-time child are offered a discount of 10% off the tuition of the oldest child. Amounts will be rounded up at the \$.50 mark.
- A leave of absence for 4-8 (consecutive) weeks per school year may be granted at the director's discretion. Paying 50% of the normal tuition amount will hold a child's spot during this period. You may opt to send your child on a reduced schedule during this period, with the tuition amount equaling least 50% of the regular tuition payment.
- A two-week written notice is required before discontinuing or reducing childcare services.
- Make checks out to Maple Tree. Please memo the check with your child's name and indicate the time period that it covers.
- Tuition is to be paid in advance of care. Weekly payments are due on the first day of the week that your child attends. Monthly payments are due on the first Monday of the month. To determine the amount to pay each month, count up the number of Monday's in the month and multiply your weekly tuition by that number. Please establish a payment pattern when your child begins the program. There is no formal billing system.
- Payments will be applied to the oldest charges on the account.
- A \$5 late fee is charged for any tuition payment not received by 9:00 am on Friday of the week it is due.
- If an account reaches two (2) weeks of accumulated charges, the child will no longer be able to attend Maple Tree until the account is brought up to date.
- All accounts must be paid in full before registering for the upcoming school year.

- Any accounts which remain unpaid after a child is no longer a student at Maple Tree will be given one month to be paid in full. If a balance remains unpaid at the end of the month, the account will be turned over to a collection agency.
- Your cancelled check will serve as your tuition receipt. If you should require an official receipt, please write the word "RECEIPT" in the memo section of your check and one will be provided for you. Year-end tax statements are provided upon request. Our tax ID number is 41-170-1119.
- The NSF check fee is \$35. A money order or cash is required for replacement of NSF checks.
- Normal weekly tuition payments are charged when the center is closed for holidays and professional days, as these are paid days for the teachers. You may apply vacation days to holidays to receive a tuition reduction.
- MT will be closed on the following dates:
 - Labor Day and the day after 9/5 & 9/6
 - Columbus Day 10/10
 - Thanksgiving Day and the day after 11/24 and 11/25
 - Christmas holiday 12/23 and 12/26
 - New Year's holiday 12/30
 - President's Day 2/20
 - Good Friday 4/14
 - Memorial Day 5/29
 - Independence Day 7/3 & 7/4 (Note: MT will be closed only 1 day for New Years and will add the extra day off in July)

Notes:

- Dates are subject to change.
- We will make every effort to remain open during inclement weather and will accept children based upon available staffing. Tuition rates have been adjusted to allow for up to 3 emergency closure days (or 34.5 hours) per school year should we need to close for extreme weather or some other unforeseen circumstance. We have a strong commitment to remain open all of our normal school days, but reserve the right to close should we be prevented from providing care.
- Weekly tuition rates to begin week of September 5, 2016 are as follows:

	FULL DAYS					HALF DAYS					
	5	4	3	2	1		5	4	3	2	1
INFANTS weekly rates	\$287	\$261	\$225	\$150	\$75	INFANTS weekly rates	\$198	\$172	\$159	\$106	\$53
TODDLERS weekly rates	\$261	\$227	\$204	\$136	\$68	TODDLERS weekly rates	\$181	\$161	\$153	\$102	\$51
PRESCHOOLERS weekly rates	\$227	\$202	\$180	\$120	\$60	PRESCHOOLERS weekly rates	\$172	\$150	\$144	\$96	\$48

- Please note:
 - Infants may begin at 6 weeks of age. They typically move to the toddler group when they are 16 months old.
 - Toddlers typically move to a preschool class when they are 33-36 months old.
 - Preschoolers who are not independent with toileting skills will be charged the toddler rate.
 - Preschoolers may participate in the program until they are scheduled to begin kindergarten.
 - Hourly charges are as follows: Infants \$10.60 Toddlers \$10.20, Preschoolers \$9.60.
- Your tuition includes:
 - Breakfast, snacks, and beverages (for infants who are on table foods, toddlers, and preschoolers)
 - All "special guests" who provide enrichment activities for the toddlers and preschoolers
 - Classroom curriculum and all educational consumables
 - Highly qualified staff members
 - A daily note about your child
 - Conferences twice a year
 - Monthly newsletters
 - Monthly inspection by a public health nurse
 - Daily cleaning service

Thank you for choosing Maple Tree Childcare Center for your child's early childhood educational experience



Dear Parents,

These are new tuition rates scheduled to take effect the week of **9-5-16**. To determine a monthly payment amount, take the weekly rate times 4 or 5, depending upon how many Monday's are in the month. If you take a vacation day, use the chart to determine your amount. For example, if your child normally attends 5 full days and you are taking 1 vacation day, you pay the 4-day rate for that week. If you choose to take a full week off, you may simply skip paying for that week. Please let me know when you are applying vacation days.

	FULL DAYS					HALF DAYS					
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If you have more than one child enrolled full-time at Maple Tree, the chart below indicates weekly tuition amount as well as how to determine payments when vacation time is taken. Both children need to take the same days off in order to apply your discount. The amounts below indicate 10% taken off the tuition of the oldest child.

Children enrolled	Normal weekly rate with discount	Amount to pay when you take 1 vacation day	Amount to pay when you take 2 vacation days	Amount to pay when you take 3 vacation days	Amount to pay when you take 4 vacation days
One child in each room	\$752	\$670	\$591	\$394	\$197
Two in infant room	\$545	\$496	\$428	\$285	\$143
Infant and toddler	\$522	\$465	\$409	\$272	\$136
Infant and preschooler	\$491	\$443	\$387	\$258	\$129
Two in toddler room	\$496	\$431	\$388	\$258	\$129
Toddler and preschooler	\$465	\$409	\$366	\$244	\$122
Two in preschool room	\$431	\$384	\$342	\$228	\$114

Thank you! Jennie

