



## TUITION POLICIES

Child's Name: \_\_\_\_\_

Parent's Names: \_\_\_\_\_

### 1. Registration requires:

- Completion of the following registration forms (in person or by mail):
  - Registration Form
  - Tuition Policies
  - Parent Handbook Acknowledgement
- A non-refundable registration fee (\$50 for the first child; \$25 for the second child).
- A non-refundable deposit:
  - Infants- One week of pre-paid tuition and a \$500 new family deposit. FCDC will retain the \$500 until graduation from the program or upon (1) month's written notice of leaving the center. If the center does not receive one month's written notice of termination of enrollment, FCDC reserves the right to retain the deposit.
  - Toddlers and Preschool- One week of pre-paid tuition and a \$300 new family deposit. FCDC will retain the \$300 until graduation from the program or upon (1) month's written notice of leaving the center. If the center does not receive one month's written notice of termination of enrollment, FCDC reserves the right to retain the deposit.
  - These deposits are refundable only when parents provide the center 30 days' written notice.

**2. Tuition Due:** FCDC is a nonprofit organization which relies on tuition payments for majority of its operating expenses. Prompt and regular payment of tuition fees is expected.

FCDC offers direct payment processing as a convenience to our families via ACH. ACH payments can be processed weekly, biweekly or monthly for tuition payments as well as other nominal fees (ie. field trips or seasonal use of sunscreen). FCDC will obtain account information from you and authorization to process these payments via our direct payment authorization form. Payments for ACH are processed for a Wednesday deposit. **No cash or credit cards accepted.**

Tuition fees are based on the enrollment schedule rather than actual attendance. Sick days, vacation days, holidays, staff development days and emergency closings are considered to be part of the enrollment schedule.

**3. Late Payment Fee:** A \$25.00 fee will be charged **each week** that the tuition payment is late. Prior agreements must be established with the Finance Manager for payment of tuition on a bi-weekly or monthly schedule.

5. **Insufficient Funds:** FCDC will charge parents a \$30.00 fee for any ACH transaction returned by a bank due to non-sufficient funds. A late charge may also be applied to the account.

6. **FCDC-sponsored Enrichment Classes:** All children present on music days will participate in the classes conducted by the MacPhail Center for Music. These classes are included in the cost of tuition.

7. **Field Trips:** In-house field trips are offered from time to time to all classrooms and off site field trips are offered to the preschool classrooms. Parents are responsible for fee of the field trips before the child attends.

8. **Family Discount:** If two or more children from the same family are enrolled five days a week, the oldest child will receive a 10% discount on weekly tuition. If three children from the same family are enrolled 5 days a week, the oldest child will receive a 10% discount and the second oldest will receive a 5% discount. There is no discount for children enrolled less than full time (5 days per week).

9. **Holidays:** Family Child Development Center is closed on New Year's Day, President's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and the day following, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. Because of our belief in the value of long range planning and teacher development, the Center also closes for up to four Staff Development Days. Full tuition is charged for the weeks that these days fall in to ensure the staff is adequately paid.

10. **Severe Weather:** It may be necessary to close the Center because of severe weather. The severe weather policy is included in the Parent Handbook. Full tuition is also charged for these days in order to ensure the staff is adequately paid.

12. **Withdrawal from the Center:** A **one month** written notice is required for withdraw from the center. The parent/guardian is responsible for and agrees to pay the one month tuition once notice of withdrawal from the center is given.

13. **Late Pick-Up:** Late pick-up fees will be charged if you pick up your child after 6:00 p.m. A five minute grace period will be given. Beyond that time, \$25.00 will be charged for pick up between 6:05-6:15 or fraction thereof. Any time beyond that will be charged at \$5.00 for each additional minute. The late pick-up fee should be paid directly to Family Child Development Center. We will invoice your account for this time.

*I hereby agree to abide by the FCDC tuition policies and agree to take the responsibility for payment of my child's tuition and fees. My signature indicates that I have read and understand the above conditions, and that I agree to comply with these terms.*

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_