



FCDC

family child development center

TUITION POLICIES

Child's Name: _____

Parent's Names: _____

1. Registration requires:

- A non-refundable registration fee of \$50 for the first child and \$25 for the second child.
- One month of pre-paid tuition (for infants) or one week pre-paid tuition (for other classrooms).

2. **Tuition Due:** All checks for tuition payments should be made payable to Family Child Development Center or FCDC. These payments should be put in the tuition payment box in the office each week for that week, no later than 6:00 Tuesday afternoon. Any payments made later than the deadline needs to be arranged with the Finance Manger. **Cash and credit cards are not accepted.**

3. **Late 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. **Returned Checks:** FCDC will charge parents a \$30.00 fee for any check 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, Martin Luther King Jr. Day, Memorial Day, 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 on President's Day and the last Monday in August for 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 two-week notice is required for withdraw from the center. The parent/guardian is responsible for and agrees to pay the two-week 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, \$10.00 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 5 minutes or fraction thereof. The late pick-up fee should be paid directly to Family Child Development Center. We will invoice your account for this time.

14. **Vacation Tuition Policy:** Because licensing regulations require that FCDC staff classrooms based on the number of children enrolled, our costs remain constant, even though your child may be absent for a few days. The amount of vacation days available to you is directly related to the enrollment schedule of your child. It is our policy to allow a child to take a number of days he or she attends each week every six months as vacation or sick days. To see the complete vacation policy, please refer to the FCDC Parent Handbook.

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:** _____