

Lakeland's Little Learners - Fee Schedule

Effective June 9th, 2008

Definitions - **Full-time** is defined as those contracted for 40 hours or more per week. **Part-time** is defined as those contracted for less than 40 hours. **School-Age** is considered a child entering Kindergarten or a higher grade. **Infants and Toddlers** are defined as children functioning below the age of two. **All other ages** are self-explanatory with the exception of children with disabilities where that disability only allows them to function at an age level lower than their chronological age. That child would then be charged at their "functioning" age. An I.E.P. (Individual Education Plan) will be requested to obtain this information. **AM/PM Day** is defined as 5 hours or less per day and scheduled between 5:45 a.m. and 12:30 p.m. or 12:30 p.m. and 6:00 p.m. **Full-day** is defined as more than 5 hours per day. **Leave of absence** is greater than 2 weeks but not more than 12 weeks.

Registration, Yearly Continuation & Holding Fees – A Registration Fee for the half-day or full-day program are \$50.00 per family or \$40.00 for "Pre-School Only" per family, charged upon enrollment. A Yearly Continuation Fee, charged each January 1st, is \$50 per family for those enrolled in the half-day or full-day programs. If your child is enrolled at our Wrap-Around Program at one of the schools **and** here at the center, you will be charged the \$30 Registration Fee for the Wrap-Around and only \$25 for the center Registration as well as only a \$25 Yearly Continuation Fee. When you have a child(ren) enrolled for Pre-School and full or half day programs, you will only be charged the Pre-School Registration of \$40 and only \$25 for the center Registration or Continuation Fee. When a school-age child takes a leave of absence, and you wish to hold the spot, a \$25.00 plus \$5.00 per week Holding Fee is charged. Any other child taking a leave of absence shall be charged one-half the tuition for the spot being held. The holding fee will begin to accrue with the next schedule period. All fees are non-refundable.

Schedule Changes – Schedule changes are honored as available and are charged as follows:

	<u>Contracted 40 Hrs. or More per Week</u>	<u>Less Than 40 Hours</u>
Schedule turned in on time	\$0	\$5.00
Schedule turned in late	\$5.00	\$5.00

Fees* - Fees are to be paid on the Friday following "Schedule Monday" by 5:00 p.m.

	<u>Infants & Toddlers</u>	<u>Two's</u>	<u>3-5 Yrs.</u>	<u>School-Age</u>	<u>Wrap-Around</u>
<u>AM/PM Rate</u> (0-5 hours)	\$21.25	\$17.50	\$16.25		
<u>Full-Day Rate</u> (5-8 hours)	\$34.00	\$28.00	\$26.00		
<u>Hourly Rate</u> (>8 hours)	\$4.25	\$3.50	\$3.25	\$3.70	\$3.70
				(1 hr min.)	(1.5 hr. min.)
<u>"Pre-School Only" Rate</u>	\$12.00 per day.			\$3.25/hr. for full-days	

You will be charged regardless of attendance. Our "Pre- School Year" follows the Elkhorn School calendar. There will be **no** charge for scheduled days off according to this calendar. Pre-School is held from 9.00 am until 11:45 am. You may contract for Monday through Friday, Monday, Wednesday, Friday or Tuesday, Thursday, as available.

*Children that are contracted for full or half days, and are between the ages of 2-6, will receive pre-school between the hours of 9-12 if they are in attendance. Infants and Toddlers will have individual and group lesson plans.

Lunch – There is a \$2.50 fee for lunch. Lunches are served between 12 and 12:30 p.m. for children 2 and older and between 11 and 11:30 a.m. if your child is under 2. You will automatically be charged if your child is scheduled between those times. If your child has an allergy to many foods and you have arranged with the office personnel, no fee will be added and you will be required to send a well-balanced lunch with your child. Well-balanced is defined as a meal including 1 protein, 1 bread, and 2 vegetables or fruits. If the lunch does not contain one of the requirements, we will provide it and your account will be charged \$1.00 per item.

Drop-In Fee - Whenever drop-in hours are approved, a \$5.00 scheduling fee will be charged per request in addition to the time scheduled.

Discount – When two or more children in a family are contracted for full-time care, a 10% Family Discount is applied for the full-time children for accounts that are current.

Late Pick-Up & Early Drop-Off Fees - You will be assessed a \$5.00 fee for every 1-15 minutes you have signed in early or out late. (Attendance is based on the time you leave your child with their teacher.) Late fees for hours outside of operating hours, will be assessed at \$5.00 for every 1-5 minutes. Failure to sign in and/or out (FSI/FSO) will be assessed \$5.00 per incident. If you have more than one child, **each** child must be picked up from their room by their scheduled time.

Late Payment Fees - For all fees not paid by 5 p.m. on the day that fees are due, your account will be assessed a penalty of \$1.00 per business day until the entire amount is paid.

Forms - If your child is missing any of the required forms, you will be given one request. One week after that request, a \$1.00 per day fee will be assessed for any missing forms. Some forms are state mandated and if not on file, this could delay or terminate enrollment.

Vouchers - Vouchers will be given for the equivalent of 3 normally contracted weeks per year prorated based on the number of months in that year you actually maintained those contracted hours. Vouchers will be given after you have been with the center for 3 months if your bill is current, and may only be used if your bill is current when you wish to use them. If a Voucher is handed in on “Schedule Monday” by 10:30 a.m., you will receive credit for the day(s) and lunch(es). When Vouchers are used for unanticipated absences, the Voucher must be handed in by or before 10:30 a.m. on the first “Schedule Monday” following the date of the absence to receive credit for the day(s). Lunch will not be credited in this case. No Vouchers will be accepted outside these two time frames. **Vouchers may not be used toward fees for a two-week notice of termination.** Vouchers do not apply to Pre-School children or School-Age children. Instead, School-Agers are entitled to one week’s credit during the school year and one week’s credit during the summer. (One week is determined by your contracted days, i.e.: if you are scheduled Mon, Wed and Fri, you are entitled to three days off, etc.) Credits are applied upon request.

Contracts – Contracts may be renegotiated as needed and your account will be charged \$25.

Bedding – Your child will be given bedding if you fail to bring bedding and your account will be assessed a \$1.00 per day laundering fee. ***Please label everything.!***