



## Discovery Developmental Center Tuition Policies

**Discovery operates on a monthly tuition basis.** Tuition is billed out on the first of the month, and is due on the 5th of that month - for that month. Child care tuition fees are based on the schedule chosen (full day, 9:00 – 3:30, or programming only) and the number of days needed each week. Additional time needed beyond the base rates of half day and /or preschool programming will be charged for on an hourly basis, either by the month or on an as-needed basis. Monthly tuition remains the same whether the children attend or not. We bill for 48 weeks a year, leaving 4 weeks (20 days) for center closures, holidays, sick days, and vacations. **WE DO NOT CREDIT SICK DAYS OR VACATIONS**, unless special circumstances are present. If you should require childcare on a day that you are not scheduled we try hard to accommodate your needs. You will be charged the daily rate, which will be added to your next month’s bill as overtime. We do not make up days or swap days as this leads to a scheduling nightmare.

**All children** attending Discovery will be placed in age-appropriate pre-school programming, included in tuition. Playgroup, Pre-school, and Pre-K programming only is also available from 9:00 - 12:00. Monthly tuition rates are listed below. Choose Full day, 9:00 – 3:30, or Programming-only to determine your base tuition.

<u>Monthly Tuition - Full Day</u>	<u>Children over 24 months</u>	<u>Children 15 - 24 months</u>
5 days per week	\$695.00 / Month	\$760.00 / Month
4 days per week	\$560.00 / Month	\$608.00 / Month
3 days per week	\$444.00 / Month	\$486.00 / Month
2 days per week	\$310.00 / Month	\$338.00 / Month

<u>Monthly Tuition – 9:00 to 3:30</u>	<u>Children over 24 months</u>	<u>Children 15 - 24 months</u>
5 days per week	\$570.00 / Month	\$625.00 / Month
4 days per week	\$456.00 / Month	\$500.00 / Month
3 days per week	\$366.00 / Month	\$402.00 / Month
2 days per week	\$256.00 / Month	\$284.00 / Month

<u>Monthly Tuition - Pre-School only</u>	<u>Children over 24 months</u>	<u>Children 15 - 24 months</u>
5 days per week	\$420.00 / Month	\$470.00 / Month
4 days per week	\$336.00 / Month	\$376.00 / Month
3 days per week	\$270.00 / Month	\$300.00 / Month
2 days per week	\$198.00 / Month	Not Available

<u>Other Charges</u>	<u>Children over 24 months</u>	<u>Children 15 - 24 months</u>
• Overtime / Hourly Rate	\$ 5.00 / Hour	\$ 6.00 / Hour
• Extended day (hours after 12:00)	Hourly up to \$17.00	
• Extra day	\$37 / day	\$41 / day
• Extra am of Preschool-only	\$23.00 (9:00-12:00)	\$25.00 (9:00 – 12:00 only)

**Registration:** A \$50.00 per child registration fee, registration form, and current immunizations are required prior to initiation of services. This fee is non-refundable.

**Tuition Deposit:** A 2-week tuition deposit is required from all families. This deposit will be credited to the last month’s bill that a family is enrolled when a **minimum of two weeks notice is given**, and Family Share obligation has been fulfilled.

**Activity Fees:** An annual \$50 per-child activity fee will be billed each September to help cover transportation costs for field trips, special events, and other classroom projects. An additional \$50 per-child summer activity fee will be billed each June for children participating in year-round child care.

**Family Share Opportunities:** Discovery is a non-profit 501(c)3 organization and relies on fundraising and volunteerism to purchase supplies and help keep operating costs affordable. Each family is required to volunteer 15 hours per year (September through August calendar year), helping out and/or participating in a variety of activities, including fundraisers, work days, and program support. A program description and catalog of ideas is included in your family folder. In lieu of volunteer time, a \$150 contribution to Discovery can be made, or you may choose a mix of volunteer hours and a \$10 per hour charge for unfilled hours. Unfilled hours will be deducted from 2 week deposit the last month a child is enrolled.

**Schedule Changes:** Changes in contracted days and hours can usually be accommodated unless class sizes do not allow for this. Tuition fees to reflect these changes will be included on the following month's bill as either an overtime charge for extra days or as a credit **if two weeks notice is given**. A new tuition contract may need to be completed.

**Annual Tuition Increase:** A 5 - 10% annual tuition increase occurs at the beginning of each new school year – reflected in June or September bills, depending on enrollment period. This annual increase allows Discovery to retain quality staff, and keep up with the increasing costs of doing business.

**Finance Charges:** Account balances left unpaid by the 15<sup>th</sup> of the month will incur a \$5.00 rebilling charge. Child care could be discontinued at this point. A finance charge (18% annual, \$5.00 minimum) will be incurred after 30 days. In the event that an unpaid balance is placed for collections with any third party collection agency, a fee of 50% of your outstanding balance will be applied to your account. This amount shall be in addition to any other costs incurred directly or indirectly to collect amounts owed under this agreement including attorney fees, late fees, and all other fees stated elsewhere.