

Tuition Policy 2020 - 2021

REGISTRATION FEE: \$150.00 Each Additional Child: \$50.00 School Age: \$50.00

The annual tuition is based on the **Toms River Schools' Calendar of 180 days** for a 5 day program, 105 days for a 3 day program and 75 days for a 2 day program. Parents may add the Early Learning Center (ELC) calendar which adds 15 additional days of child care when Toms River Schools is closed, and the summer program for year-round childcare. A mailbox is located in the hallway of both buildings for tuition payments. Our school year will have the same First and Last day as Toms River Schools including any weather related make-up days unless we advise you otherwise. Tuition does not include charges for days our school is not open for holidays, vacation weeks, or snow days. No deductions may be made for absences, vacations, or emergency closings as the school maintains the continuous cost of staff salary and program expense.

Tuition is divided into 10 equal payments for your convenience and to save on monthly billing. The first payment is a tuition deposit (security) equal to one month's tuition and is due before August 1st in order to maintain your child's name on a class list. The monthly tuition and all enrollment forms must be received prior to the first day of attendance. Thereafter, tuition is due the first week of each month, September to May for a total of 10 payments. The tuition deposit is applied to June Tuition or the last month of attendance, when 4 weeks written notice of withdrawal is provided. Tuition does not include fees for field trips, extra-curricular activities, student books, developmental screenings or assessments. All families will be required to leave credit card information on file with the office manager. In the event that tuition is not paid on time, your credit card will be charged the amount of tuition due.

We are requiring families to choose one of the following options for tuition payments:

- In person tuition payments by check, money order, or cash;
- Set up a bill pay account with your bank;
- Credit card payments either in person or through an automatic monthly charge;

A late fee will be assessed if tuition is received after the 7th of the month. Children may not attend school if tuition is in arrears after the 15th of the month. Non-payment of tuition is cause for immediate disenrollment from our program. Past due balances must be paid within 30 days or the account will be referred to Collections. The collection agency has advised us that additional costs of 40% may be added to any claim to cover collection fees and court costs. Returned checks or a failed credit card payment will be assessed a service fee of \$25.00, and must be replaced with cash or a money order within 7 days. Future payments must be made in cash.

Billing:

Schedule changes must be in writing on our form, with a two week notice. A service fee of \$10.00 will be billed.

We do not issue monthly billing statements unless tuition is late. Occasional prearranged hourly care or any portion of an hour) and Drop - In child care should be pre-paid in advance. The daily cost of the Spring Break week or any of the Early Learning Calendar child care days may be added to the monthly tuition. We need a minimum of ten children attending each session.

A Late pick-up fee of \$10 for each 15 minutes past our 5:30 PM closing time will be billed. We will terminate services if parents continue picking up late.

Summer programing begins the Monday after the school year ends and provides the continuity of care and learning children need over the summer. We bill the summer program separately allowing for a flexible schedule. An activity fee is due with the enrollment form. Tuition may be paid in three payments during June, July and August. School is closed the last week of August.

Our Wait List Policy for Infants, Toddlers and Twos requires a non-refundable \$150. Fee with a completed enrollment form for the first three families. The wait list fee insures the family's commitment to our school. When the school calls to notify a family of an opening, the family may accept or reject the opening. Rejecting the opening will place the family at the bottom of the wait list. If the family rejects a second opening, the family will be removed from the wait list and forfeits the wait list fee..

New Infants: If you are currently expecting a child, a tuition deposit is due Aug. 1st. We will only hold an infant opening for a maximum of 4 weeks after the start of school in September. If your infant does not start the school year by October 1st, you will be required to pay 50% tuition per month due October 1st and November 1st to continue holding your infant's class placement. Beginning December 1st, full tuition will be due each month to continue holding the child's class placement. Revised 1/21/20