

Payment Policy:

Tuition may be paid weekly, biweekly, monthly or *annually, and is to be paid in advance. Tuition must be paid online. Please check with the office to set online payments up for your account. All payments are due on Monday of each week, and is considered delinquent on Wednesday at 6:00 p.m. If you pay monthly, unless you have made other arrangements with the CEC office, your payment is due by the 10th of each month and late on the 15th.

*If you pay annually you get a 10% discount, if you pay for the school year (August-May) it is by Sept. 28th, or by the year (January-December) by Jan. 30th.

Late Payments:

If an account is delinquent for two weeks, the appropriate late fees will be charged in the amount of \$10.00 per week until the balance has been brought current. A letter will be issued from the bookkeeper to the family informing them of their current balance.

If the CEC office is not contacted within 3 days of receiving the delinquent letter and a payment plan is not agreed upon, or if there is no clear parental response, the child/ren will be dismissed from the CEC until all fees are current.

Insufficient Funds:

If a check or online payment should be returned due to insufficient funds, a \$35.00 returned non sufficient fund fee will be assessed to your account. A time, not to exceed one week, will be given to cover the returned check plus the returned check fee.

If a second check is returned within a two year period, that family will be placed on a CASH ONLY basis.

Late pick-up:

A late fee of \$1 for every minute after 6:00 p.m. will be assessed to parents who are late in picking up their child(ren).

Discounts:

Full Time (fives days): Full Tuition for the first child and a \$10.00 weekly discount for each child beyond the first.

Preschool (five days): Full tuition for the first child and a \$5.00 weekly discount for each child beyond the first

Afterschool (five days): Full tuition for the first child and a \$3.00 weekly discount for child beyond the first.

Vacation Policy:

Parents of full time children (those that attend 5 days a week, twelve months a year, 7:00 a.m.—6:00 p.m.), after having been enrolled in the CEC six months, are given 2 weeks (10 days) “vacation time” per year. A Vacation Form, available in the CEC office, must be completed and returned to the CEC office at least two weeks prior to the requested day(s) off. This will insure that your account is properly charged and that tuition can be properly credited. Vacation time runs from Jan. 1st-Dec. 31st. Unused vacation days cannot be rolled over to the next year.

Parents of Preschool Children (those that attend 8:00 a.m. to 12:00 p.m.) of the four (4) weeks listed below, two may be taken as vacation, the other two must be paid. The choice is up to the parent/guardian which two weeks will be taken as vacation. A “Vacation Form” must be filled out and turned into the CEC office two weeks prior to days off so that your account can be properly assessed. “Vacation Forms” may be picked up in the CEC office.

*Thanksgiving, Two Weeks at Christmas Break, and Spring Break

Parents of afterschool children during the weeks listed below if the child/ren are not here they will not be charged for that week. If the child/ren come they will be charged \$30.00 per day. If Afterschool children attend full time (5 days a week) during the school year and summer care the child/ren receive one week (5 days) of vacation during summer care. A Vacation Form, available in the CEC office, must be completed and returned to the CEC office at least two weeks prior to the requested days off. This will insure that your account is properly charged and that tuition can be properly credited.

*Two weeks at Christmas, and Spring Break

Children that do not attend Preschool (8-12) or are not Full Time (those that attend 5 days a week, twelve months a year, 7:00 a.m.—6:00 p.m.) do not receive vacation.

CEC Preschool, Full Time, and Afterschool Care Options, Tuition and Fees

Days/Hours:

Preschool: Monday-Friday from 8:00 a.m.-12:00 p.m. for ages 2 to 5 years (2-5 days)
(the Preschool will follow the Jefferson County School Calendar for holidays and other closings)

Full Time: Monday-Friday 7:00 a.m.-6:00 p.m. (2-5 days)

Afterschool: Monday-Friday 3:00 p.m.-6:00 p.m. (2-5 days) Full time care is available on school holidays and teacher work days which are observed by the CEC. Full time care is also available in summer time.

Registration Fee: Non-refundable

Due per child, annually..... \$100.00

(Please note: All 3 year olds must be completely potty trained before they can be placed in a 3 year old class. NO EXCEPTIONS)

Book/Supply Fees: Non-refundable

2 Year Olds.....	\$70.00
3 Year Olds.....	\$80.00
4 Year Olds.....	\$90.00
5 Year Olds.....	\$100.00

Tuition Weekly Rates: Non-Refundable

Infants, Crawlers, & Toddlers Full-Time Only-\$143.00

Full-Time		Full-Time		Preschool		Afterschool	
2 Year Olds:		3 Years & Up		2 to 5 Years		K5-5th Grades	
5 days	\$139.00	5 days	\$128.00	5 days	\$81.00	5 days	\$69.00
4 days	\$129.00	4 days	\$118.00	4 days	\$76.00	4 days	\$64.00
3 days	\$119.00	3 days	\$108.00	3 days	\$71.00	3 days	\$59.00
2 days	\$109.00	2 days	\$98.00	2 days	\$66.00	2 days	\$54.00

All Preschool and Full time Kindergarten Students must come 5 days a week.

Tuition is a flat weekly fee. Any days missed due to bad weather, holidays, school closings, vacation, or sickness cannot be deducted from tuition.

Afterschool Full Time Care is available on school holidays and teacher work days which are not observed by the CEC.

\$30.00 per day if drop-in or week's tuition has not been paid

\$12.00 per day if week's tuition has been paid

Full Time and Preschool Drop-In Days:

Drop in cost: Preschool 8:00 a.m.-12:00 p.m. \$15.00

Drop in cost: Full Day \$30.00

Drop-in days may be available; but due to staff/child ratio, drop-ins must be approved through the CEC office, preferable 24 hours prior to leaving your child.

Preschool Extended Days:

12:00 p.m.-2:00 p.m. (includes lunch) \$15.00 per afternoon

12:00 p.m.-6:00 p.m. (includes lunch and snack) \$20.00 per afternoon

Extended days may be available; but due to staff/child ratio, extended days must be approved through the CEC office prior to leaving your children.

Summer Options and Fees:

A Summer Brochure which outlines the Summer's activities, special events, fieldtrips and their costs will go out in May of each year.

* **Please note:** there will be extra charges for special summer activities and field trips.