



Pine Forest Children's Center Tuition Policy

Pine Forest Children's Center (PFCC) provides high-quality early care and education services for young children and their families. As a 501(c)(3) nonprofit organization, we depend on timely, consistent tuition payments in order to operate our program. Our financial policy is in place to help our center remain fiscally strong, for the benefit of all our children.

Tuition Payments:

Tuition is due in advance of service. Tuition is billed monthly. Payments will be considered late if not paid in full by the 1st of the month.

Invoices are emailed to families each month. It is preferred that families use the link in the email to make payment electronically from your bank account.

Declined Payments or Insufficient Funds:

If your check is returned to Pine Forest for insufficient funds, late fee will be charged and the payment will be considered late, if it is not received prior to the 1st of the month.. The fee will be as follows:

1st payment returned for insufficient funds: \$10

2nd payment returned for insufficient funds: \$25

Any additional payments returned for insufficient funds: \$40 per instance

Failure to Make Payment:

If your account is not paid in full by 7:30am on the 2nd business day of the month, Pine Forest's policy is not to accept your child into care until your account is paid. Pine Forest reserves the right to cancel your child's enrollment in the program if you fall more than one week behind in payments.

Please contact Pine Forest immediately if your financial circumstances change and you are unable to make your tuition payments. We will work with you to apply for tuition assistance and/or develop a payment plan.

Tuition Statements:

Families may request a financial statement at any time. A financial statement for all tuition paid during the prior calendar year will be issued in January for tax purposes.

Sick Days and Vacations:

Tuition is due for all contracted days, even if a child is absent. No credit is given for family vacations, holidays, sick days, in service/training days, emergency closings, days your child is not brought to PFCC, etc.

Late pick-up:

PFCC closes at 5:30. It is considered a late pick-up if you have not exited the building prior to 5:30. We suggest you arrive by 5:15 to allow sufficient time to be out of the building by 5:30. **A fee will be charged for any late pick-ups.**

The late fee structure is as follows: \$2.00 per child for every minute starting at 5:30; \$5.00 per child every minute starting at 5:45. **Chronic lateness is grounds for disenrollment.** After three late pick-up charges, the fees double: \$4.00 per child every minute starting at 5:30; \$10.00 per child every minute starting at 5:45. If it is 6:00 pm and our repeated attempts to reach you and/or your emergency contacts by phone or email have not resulted in contacting the appropriate parties, we will contact the Burlington Police Department.

Please follow our policy by arriving with sufficient time for you and your child to exit the building no later than 5:30. Late charges will be billed separately from regular tuition payments.

Extra Days:

Families whose child(ren) is/are enrolled part-time may request to add days during a given week. Space is available at the discretion of the Executive Director or his or her designee in order to maintain appropriate staff/child ratios. Extra Days may not always be available. Inquiries should be directed to the Executive Director. Extra day tuition charges are billed separately from regularly tuition.

Deposit:

In order to secure a slot for your child at PFCC, a nonrefundable \$500 deposit is required.* The deposit is due at the time the Enrollment Agreement is signed.

The deposit will be applied toward tuition for your child's **last two weeks enrolled at PFCC** and/or any other outstanding payments due to Pine Forest. The Deposit will become non-refundable if you do not follow the Withdrawal policy listed below (i.e. by providing 4 weeks notice before withdrawing your child).

For families who will receive Vermont State Child Care Assistance, a \$50 deposit is due to secure your child's slot at PFCC.

Withdrawals:

If you choose to withdraw your child from PFCC, you are required to give us four weeks advance notice. You are responsible for tuition during that four-week period. Your deposit will be applied toward reducing your tuition during the final two weeks of your child's enrollment.

Act 166 Universal Pre-K

Act 166 Pre-K funding covers the cost of 10 hours of prekindergarten education programming for all children who are 3, 4, or 5 years old on or before September 1st, and are not enrolled in Kindergarten. PFCC is a prequalified provider with the Agency of Education. This funding reduces preschool tuition over the course of 35 weeks during the school year; the tuition reduction is \$3092 for the 2016/2017 school year. **It is your responsibility to enroll your child with your local school district** in order to access the funding at PFCC. If a family enrolls at PFCC but does not enroll with their local school district in a timely way, the regular, unsubsidized tuition rate will be charged.

Vermont State Child Care Assistance:

Families receiving financial assistance from the State of Vermont are responsible for completing all necessary documents and provide all required documentation to the State.

It takes about a month or more for the State to process subsidy applications. Sometimes there are processing lags. If our staff reviewed and faxed your application prior to its due date, a one-month grace period may be granted. Your child may continue to come to PFCC while the application is pending.

If PFCC is not part of the application process and the child's certificate expires before we have a new approved certificate in hand; the date of expiration is the child's last day, unless the family is able to pay the full tuition rate.

It is very important to re-apply for subsidy a minimum of **4 weeks before your certificate end date**. PFCC maintains records indicating start and end dates for child care financial assistance certificates to assist if you have questions as to when your certificate expires. Our staff is available to help you complete a new child care financial assistance application.

If your subsidy application is denied and your child has been attending PFCC for the one-month grace period, the full tuition rate for the one-month grace period will be immediately due to PFCC.

Adopted by the Board: April 28, 2016
Revised by the Board: March 22, 2017