

Tuition Policies

Tuition: Tuition is billed on a monthly basis. School closings have been taken into account as an average and days of attendance cannot be exchanged for days when the school is closed. You are responsible for checking the school calendar to see how this affects your individual child's schedule.

Tuition for additional services such as, hired additional support, county and state contracts, and other non-typical programming is subject to vary on an individual basis.

Withdrawal Policy: St. David's Center requires written notice to withdraw from the program. Official forms can be requested by contacting the Assistant Director at 952-548-8771. Notice must be given prior to the first of the month, otherwise full tuition for the current month the notice occurred in and the following month will be charged. For example, if notice is given on December 15, tuition will be owed for the remainder of December as well as January. To withdraw at the end of December and not be charged for January, notice must be given by November 30.

Payment: St. David's center requires an automatic payment withdrawal. Tuition will be charged monthly on the date you specify when completing the Automatic Payment Request Form, along with any other ECE related charges.

Schedule Change Fee: \$50.00 will be assessed for **each change in admissions scheduling after April 1, 2019.**

Drop-In Extended Day: Drop-In Extended Day is available when space permits on your child's regular attendance days as a convenience for families on an occasional basis. This rate cannot be substituted for regularly contracted extended day. Drop-in fees are prorated every 15 minutes and are billed monthly on your tuition statement. Forms are located on the counter outside office 123. Please refer to your Parent Handbook or www.stdavidscenter.org/preschool/information for details.

Non-Contracted Time: St. David's Center charges a fee of \$10.00 every 15 minutes a child is left before or beyond their contracted program time.

After Hours Charges: St. David's Center cannot legally operate after 6:00 p.m. Therefore, parents will be billed \$20.00 for any child picked up between 6:01 and 6:15 p.m. and \$40.00 for any child picked up between 6:15 and 6:30 p.m. Charges will continue to accrue at a rate of \$40.00 per every half hour until the child has been picked up.

Suspension/Dismissal: St. David's Center reserves the right to suspend or demit a child from the program for non-payment of tuition by the child's family. Please refer to the Admission and Demission Policy contained in the Parent Handbook. Parents whose tuition is not current will not be allowed to enroll their children in the next session (e.g., Summer 2019).

Vacation Credits: Vacation Credits are given to families using the half-day or full-day options only and do not apply to children who are enrolled in the 3-Hour Option. Eligible families may receive up to two weeks of vacation credit for two full weeks of absence. The credit rates are listed on the 2019-2020 Tuition Rates sheet. Vacation

Credit forms are located on the counter outside of ECE Leadership Office 123.

Sick Leave: There is no credit given for days that your child misses due to illness. Special financial arrangements may be made, however, when there is a chronic, prolonged illness and/or family hardship. This may be discussed with the Early Childhood Education Director.

Second Child Discount: There is a 10% discount off of the regular tuition rate for a second and/or third child enrolled simultaneously. The discount will be given on the lowest rate if your children are enrolled in programs with different costs.

Scholarships – A limited number of partial scholarships are available for families in need of financial assistance. Scholarship consideration requires that families fill out a Financial Assistance Application, which is reviewed by the Finance Department. For an application, please contact the Billing Supervisor in the Finance Department at 952-939-0396.

Questions – Questions or concerns about tuition rates, times/days of openings, and requests for admission/tuition changes should be directed to the Assistant Director at 952-548-8771. Questions about your bill should be directed to the Finance Department at 952-939-0396.

PLEASE RETAIN THESE TUITION POLICIES FOR YOUR RECORDS