

TUITION AGREEMENT

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: We request a written notice be submitted to the program coordinator 30 days prior to the last day of attendance in the center, or you will continue to be billed and responsible for payment.

Summer Hold Fee: A summer hold fee will be charged for any current family who does not attend in the summer in order to hold your spot for the school year. This is a non-refundable fee of \$750.

Enrollment Deposit: For all new families, to guarantee your child's enrollment, we require a deposit of 50% of one month's tuition for each child attending. The enrollment deposit is **non-refundable** and due March 14.

- The autopay form must be submitted prior to March 14 in order to charge the enrollment deposit and hold your spot.
- Once attending ECE, your enrollment deposit will go toward your first month of tuition in ECE.

Application Fee: Each family is required to submit an application fee of \$125 for the first child and \$75 for each child thereafter.

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: \$100.00 will be assessed for **each change in admissions scheduling after April 1, 2025.**

Drop-In Policy: Drop-In care is available when space permits as a convenience for families on an occasional basis. This rate cannot be substituted for regularly contracted days. To request drop-in care, please reach out to the program coordinator.

Late fees: St. David's Center reserves the right to charge a late fee (\$10.00 per 15 minutes) for children left before or beyond their contracted time.

After-Hours Charges: St. David's Center ECE does not operate after 5:30 p.m. Therefore, parents will be billed \$20.00 for any child picked up between 5:31 and 5:45 p.m. and \$40.00 for any child picked up between 5:46 p.m. and 6:00 p.m. Charges will continue to accrue at a rate of \$40.00 per every half hour until the child is 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 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 2024).

Sick Leave: There is no credit given for days 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 can be discussed with the Early Childhood Education Program Director.

Second Child Discount: There is a 10% discount off 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: St. David's Center has financial resources both within and outside our organization that might be helpful to your family. A limited number of partial scholarships are available for families in need of financial assistance. Scholarship consideration requires families to fill out a Financial Assistance Application, which is reviewed by the finance department. For a full list of our financial resources and to learn more, please contact Holly Quist at 952-562-5724 or hquist@stdavidscenter.org.

Questions: Questions or concerns about tuition rates, times/days of openings, and requests for admission/tuition changes should be directed to the program coordinator at 952-548-8798. Questions about your bill should be directed to the finance department at 952-939-0396

