



**Ina Thompson Center**

**CHILD CARE RATES & POLICIES**

*Effective September 1, 2011*

**RATES: Tuition must be payroll deducted.**

\$	600.00	Per month - Infants
\$	570.00	Per month - Toddlers
\$	550.00	Per month - K2
\$	540.00	Per month - K3 and K4
\$	415.00	Per month - VPK Wrap Around Services
\$	50.00	Per week - After School Care (Kindergartners Only) **
\$	120.00	Per week - Public school holidays (K3 and K4)
\$	30.00	Daily - Public School Holidays (K3 and K4)
\$	5.00	Late Pick-up Fee applied per 5 minutes per child
\$	35.00	Late Payment Fee
\$	40.00	Returned Check Charge
\$	60.00	Registration Fee (Includes Student Accident Insurance)

**CENTER INFORMATION:**

- Hours are 6:45 a.m. - 5:45 p.m.
- Registration and Re-registration fees are non-refundable. Fees include student accident insurance. Insurance claims must be submitted within 45 days of the accident.
- Tuition must be payroll deducted in advance. Until automatic payroll deduction begins, tuition for the entire month is due by the 3<sup>rd</sup> working day of the month. Payment may be in the form of check or money order and must include a \$15.00 payment surcharge. Cash is not accepted.
- Late payment fees will be imposed if full tuition is not received by the 3<sup>rd</sup> working day of the month from parents whose must make the tuition payments themselves as their payroll deductions have not yet started.
- Center is Closed New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, and Christmas. Weekend holidays are observed on Mondays & Fridays.
- Any absences due to holidays, vacations, illnesses or closures due to extreme weather are payable.
- Conferences are encouraged; these may be arranged through the Director.
- Toys, cell phones and electronic devices may not be brought into the center unless designated by the teacher for show-n-tell. Naptime cuddly toys are welcomed as long as the child understands that they are for naptime only. Chappell is not responsible for broken/lost/soiled/torn clothing, toys, or other personal belongings.
- VPK will not be in session on the days the center is closed. Please see VPK calendar for details, including all non-instructional VPK school days.
- *VPK Wrap Around Service* includes the portion of the day VPK is not in session as well as the days VPK is not in session. See VPK calendar for details.
- Certain medications and topicals will be dispensed providing both a medical authorization form and side effect brochure are submitted. See details on medication authorization form.
- Children enrolled in a Chappell center may appear in photographs and/or other public relations efforts from time to time, without the use of names.
- **Two weeks written notice prior to withdrawal is required.** Two additional weeks of tuition will be charged after the last date of attendance if the written notice requirement is not fulfilled.

**CLASSROOM SUPPLIES TO BE PROVIDED BY PARENTS (LABEL WITH CHILD'S FIRST AND LAST NAME):**

<u>Infants through age 2:</u>		<u>Age 3:</u>	<u>Ages 4 and 5:</u>
Two Changes of Clothing	Bib (large plastic)	Change of Clothing	Backpack
Disposable Diapers	Training cup (Toddlers)	Fitted Crib sheet	Change of Clothing (kept in backpack)
Baby Wipes	Fitted Crib Sheets (2)	Towel	Fitted Crib sheet
Pre-filled Bottles (Infants)	Kleenex	Kleenex	Kleenex
Baby Food (if applicable)			Towel