



Maple Tree Childcare Center Tuition Schedule

(Beginning the week of September 5, 2011)

- To enroll a new child in the program, please submit the registration fee of \$85 plus payment for the first two weeks of tuition. Registration fees and the tuition pre-payment fees are non-refundable. If your start date varies more than 2 weeks from the contracted date, you will need to begin making tuition payments to hold your spot, or you will need to reapply for the position.
- To offset the cost of the liability insurance policy that is maintained on each child and to aid in funding enrichment activities, a non-refundable re-registration fee of \$85 is collected each spring to secure your child's spot for the upcoming school year. This fee will be waived for families paying the annual tuition amount in full. Maple Tree does not charge additional activity fees.
- Maple Tree (MT) is open Monday through Friday 6:30 AM to 6:00 PM. Full-day children may attend up to 10 hours per day. Half-day children may attend up to 5 hours daily. The A.M. session must end by 12:30; the P.M. session may not begin before 12:30.
- MT closes at 6:00 pm. All children must be picked up and *out of the building* by this time. If you exit the building past 6:00, you may pay the late fee directly to the staff person who has stayed late to accommodate you. The late charge per child is \$15 for every 15 minutes, or portion thereof.
- If your child attends part time, you may request extra hours on a space available basis. You will be obligated to pay tuition for the time reserved for your child.
- We cannot honor requests to occasionally switch the days our part time clients attend. If you want to make a permanent change of schedule, please submit the request in writing and we will do our best to meet your needs.
- Each family is allowed one week of vacation time yearly for which no fee is charged if your child is not in attendance. A week is defined as your normal schedule of days attended. To determine the amount to pay, use the chart on the reverse side of this form. For example: If your child normally attends 3 days per week, you may claim 3 vacation days per year. If your child takes the full week off, you pay no tuition that week. When your child takes 1 day off, you may pay the 2-day rate. If your child takes 2 days off, you pay the 1-day rate. A two-week notice for taking vacation time is most appreciated. You may take a second, full week off and hold your spot by paying 50% of the normal tuition amount. Vacation days do not "carry over" and must be used within the 2011-2012 school year. If your child does not attend all 12 months of the school year, the number of vacation days will be pro-rated.
- Families enrolling more than one full-time child are offered a discount of 10% off the tuition of the oldest child. Amounts will be rounded up at the \$.50 mark.
- A leave of absence for up to 8 (consecutive) weeks per school year may be granted at the director's discretion. Paying 50% of the normal tuition amount will hold a child's spot during this period. You may opt to send your child on a reduced schedule during this period, with the tuition amount equaling least 50% of the regular tuition payment.
- A two-week written notice is required before discontinuing or reducing childcare services.
- Make checks out to Maple Tree. Please memo the check with your child's name and indicate the time period that it covers.
- Tuition is to be paid in advance of care. Weekly payments are due on the first day of the week that your child attends. Monthly payments are due on the first Monday of the month. To determine the amount to pay each month, count up the number of Monday's in the month and multiply your weekly tuition by that number. Please establish a payment pattern when your child begins the program. There is no formal billing system.
- A \$5 late fee is charged for any tuition payment not received by 9:00 am on Friday of the week it is due.
- Your cancelled check will serve as your tuition receipt. If you should require an official receipt, please write the word "RECEIPT" in the memo section of your check and one will be provided for you. Year-end tax statements are provided only upon request. Our tax ID number is 41-170-1119.
- The NSF check fee is \$25. Cash or a money order is required for replacement of NSF checks.

- Normal weekly tuition payments are charged when the center is closed for holidays and professional days, as these are paid days for the teachers. You may apply vacation days to holidays to receive a tuition reduction.
- MT will be closed on the following dates:
 - Labor Day and the day after 9/5 and 9/6
 - Columbus Day 10/10
 - Thanksgiving Day and the day after 11/24 and 11/25
 - Christmas holiday 12/23 and 12/26
 - New Year's 12/30
 - MLK Day 1/16
 - President's Day 2/20
 - Good Friday 4/6
 - Memorial Day 5/28
 - Independence Day 7/4

Notes:

- Dates are subject to change.
- We will make every effort to remain open during inclement weather and will accept children based upon available staffing.
- Weekly tuition rates to begin week of 9/5/11 are as follows:

	FULL DAYS					HALF DAYS					
	5	4	3	2	1		5	4	3	2	1
INFANTS weekly rates	\$268	\$243	\$213	\$142	\$71	INFANTS weekly rates	\$184	\$161	\$147	\$98	\$49
TODDLERS weekly rates	\$243	\$213	\$192	\$128	\$64	TODDLERS weekly rates	\$169	\$150	\$141	\$94	\$47
PRESCHOOLERS weekly rates	\$213	\$188	\$168	\$112	\$56	PRESCHOOLERS weekly rates	\$161	\$140	\$135	\$90	\$45

- Please note
 - Infants may begin as early as 6 weeks of age. They typically move to the toddler group when they are 16-18 months old.
 - Toddlers typically move to a preschool class when they are 36 months old.
 - Preschoolers who are not independent with toileting skills will be charged the toddler rate.
 - Preschoolers may participate in the program until they are scheduled to begin kindergarten.
 - Hourly charges are as follows: Infants \$9.80, Toddlers \$9.40, Preschoolers \$9.00.
- Your tuition includes:
 - Breakfast, snacks, and beverages (for infants who are on table foods, toddlers, and preschoolers)
 - All "special guests" who provide enrichment activities for the toddlers and preschoolers
 - Classroom curriculum and all educational consumables
 - Highly qualified staff members
 - A daily note about your child
 - Conferences twice a year
 - Monthly newsletters
 - Monthly inspection by a public health nurse
 - Daily cleaning service

Thank you for choosing Maple Tree Childcare Center for your child's early childhood educational experience!





Dear Parents,

These are new tuition rates scheduled to take effect the week of **9-5-11**. To determine a monthly payment amount, take the weekly rate times 4 or 5, depending upon how many Mondays are in the month. If you take a vacation day, use the chart to determine your amount. For example, if your child normally attends 5 full days and you are taking 1 vacation day, you pay the 4-day rate for that week. If you choose to take a full week off, you may simply skip paying for that week. Please let me know when you are applying vacation days. If you take a second (full) week off, you may pay 50% of your normal tuition amount.

	FULL DAYS					HALF DAYS					
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If you have two children enrolled full time at Maple Tree, the chart below indicates your new tuition as well as how to determine payments when vacation time is taken. Both children need to take the same days off in order to apply your discount. The amounts below indicate 10% taken off the tuition of the oldest child.

Children enrolled	Normal weekly rate	Amount to pay when you take 1 vacation day	Amount to pay when you take 2 vacation days	Amount to pay when you take 3 vacation days	Amount to pay when you take 4 vacation days	50% rate to pay when your child takes a 2 nd full week off
One child in each room	\$703	\$625	\$556	\$371	\$185	\$352
Two in infant room	\$509	\$462	\$405	\$270	\$135	\$255
Infant and toddler	\$487	\$435	\$386	\$257	\$129	\$244
Infant and preschooler	\$460	\$412	\$364	\$243	\$121	\$230
Two in toddler room	\$462	\$405	\$365	\$243	\$122	\$231
Toddler and preschooler	\$435	\$382	\$343	\$229	\$114	\$218
Two in preschool room	\$405	\$357	\$319	\$213	\$106	\$203

Thank you! Jennie

