



Classroom	Tuition Rates	
	Full Time (4-5 days) Rate Per Day	Part Time (2-3 days) Rate Per Day
Infant & Toddler House	\$60	\$66
Toddler +		
Not Toileted Learned	\$54	\$60
Toileted Learned	\$48	\$54
ESC (5K-8th)	\$42	\$48

Additional Fees and Discounts

Registration Fee (one-time; non-refundable)	\$50.00/family	Sibling Discount	10% off youngest child in family; both must attend in same week
Monthly Facility and Equipment Fee	\$5.00/child per month attended	Care Exceeding 10 Hours	\$7.00 per day
Late fee	\$10.00/child (after 6pm without notice)	NFS & CC Decline Fees	\$35.00 first decline; \$50.00 second decline; third declines are referred to Trinity's Executive Director
Referral Bonus	\$100.00 credit per family	Extended Leave Fee	\$50.00 per child
Key Fob	1 st two fobs are free		
Replacement Key Fob	\$25.00 (lost, stolen, damaged; non-refundable)		
Key Fob Not Returned	\$25.00 Key fobs not returned within 7 business days after departure are subject to this fee		

Complimentary Days

Summer 2019		
Contracted # of Days	Full Time	Part Time
Complimentary Days	4	2

Complimentary days are based on your child's contract. You may use a complimentary day for illness, impromptu vacation or personal reasons. Absences due to extended hospitalization or home care will be reviewed on an individual basis. The Center Director will keep track of your complimentary days. Complimentary day credits will be reflected on your account ledger the following week. Once all complimentary days are used, you must pay according to your contracted schedule (applies to requested schedule changes) each week regardless of actual attendance. Complimentary days do not roll over to the next contract term. TLECC does not offer credits for unused complimentary days. Due to staffing considerations, the use of half of a complimentary day is not permitted. Complimentary days may be used consecutively.

Connecting children to Jesus. Nurturing the wonder of childhood.

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TLECC Financial Policies

SCHOOL AND CHILDCARE HOURS

Monday thru Friday

Trinity 5K-8th Grade 7:45 am-2:45 pm

Preschool 7:45 am-11:00 am and 11:45 am-2:45 pm

Childcare 6:30 am-6:00 pm*

Contracted Schedule

A contract is required upon enrollment for the specified number of days and times per week your child will attend. A minimum of two days per week is required for enrollment. TLECC does not offer half day and/or flexible scheduling. Contracts are used to maintain staff to child ratios. Weekly caregiver schedules are created according to child contracts. Please speak with a lead caregiver or the director if you have questions.

All requests for changes to your contracted schedule are required by noon on the Wednesday of the week prior to care needed via email: schedules@trinityfreistadt.com.

No charge for requested days off that meet the deadline. Occasional additional days requested are welcome but are not guaranteed. Open seats and staff availability are factors to be considered.

School Year vs. Summer Contracts

The school year is defined by the first day of school and the last day of school per Trinity's school calendar. Summer is defined by the day after the last day of Trinity's school year and the day before the first day of Trinity's new school year. Children who attend elementary schools, other than Trinity, are welcome to attend during the summer as defined by Trinity's summer calendar. Care during the school year is not available to non-Trinity students.

Tuition Express

TLECC uses Tuition Express, a tuition payment system that allows parents to set up convenient automatic payments using a designated bank account (checking or savings) or credit/debit card (VISA or MC) to pay tuition and other charges on a weekly schedule. Enrollment in Tuition Express is mandatory. Please contact the Director to gain access to your Tuition Express account information.

Procure and MyProcure

Account statements will be emailed monthly for the previous month's charges/credits.

MyProcure allows you to view your personal contact information, view child immunization status, view schedules, review recent time card entries, print end-of-year tax statements (Customer Charge Credit Summary), and choose specific dates to view and print Customer Statements (view account ledger). Please contact the Director to gain access to your MyProcure account information.

Payment Policy

Childcare tuition is the sole responsibility of the parents/guardians. Tuition and other charges are due and will be withdrawn, via Tuition Express, on the first business day of the week for that week's attendance. Tuition charges will be calculated based on your contracted schedule. All requests for the changes to your contracted schedule are required by noon on the Wednesday of the week prior via

email: schedules@trinityfreistadt.com. See Extended School Care notes (page 4) for how payments are calculated for ESC. Non-payment of tuition and fees may result in immediate suspension of services or dismissal from the program.

Account Balances

Childcare tuition is the sole responsibility of the parents/guardians. TLECC does not accept state-funded assistance. Our policy for families utilizing our services requires payment up front, and accounts maintaining current status each week for these services to remain eligible. Care will be suspended for accounts that are three weeks past due. Please speak with the director for extenuating financial circumstances.

Separate Family Accounts

In the case of divorce or separation, we are able to offer separate Procare accounts for our families. Each party is responsible for their account. Information will remain confidential and separate. In certain instances, a written notice of the court may be needed to ensure proper billing. Please speak with the Director regarding division of billing.

Holidays and Other Days the Center is Closed

Parents do NOT pay for the following holidays, scheduled days the Center is closed and days we are closed due to inclement weather. *

New Year's Day	Labor Day
Good Friday	Thanksgiving and the day after
Memorial Day	Christmas Day
Independence Day	Professional Development Days - TBA (Advance notice will be provided)

*If children are sent home because of inclement weather or other emergency your account will reflect a full day's charge.

Early Release and No School Days

3K thru 8th grade parents are responsible for signing their child up for childcare during ER and NS days. Once registered, the tuition rate is non-refundable. Your account will be charged. Requests for care placed after the sign-up deadline are subject to a **\$10.00** fee or may be denied based on staffing considerations.

Christmas and Spring Break

We reserve the right to close during Christmas or Spring break if a sufficient number of children are not in need of care. We will notify you via the following ways the days Trinity School will be closed for these breaks: Newsletter, email, and in our Facebook group "TLECC Faith-Love-Play-Nature". A school schedule is available on Trinity's website and outside the office. A request for care during these times is required well in advance. After gathering everyone's care needs, we will inform you if the Center will remain open or not, thus providing you ample time to find alternate care if necessary. If we do remain open, and you signed your child up for care, you will be charged regardless of actual attendance. This applies to all ages and programs.

Extended School Care (5K-8th grade)

Schedules

The hourly ESC rate applies to before and after school care attendance during Trinity's school year. As a courtesy, please submit schedules one-week prior to schedules@trinityfreistadt.com. Trinity School hours are from 7:45am to 2:45pm. Per school policy, children dropped off at school prior to 7:15 am or not picked up by 3:00 pm will be required to register for ESC and will be charged accordingly. Your child will also inform their school teacher daily via Skyward if they are car line, bus or ESC. All applicable charges apply and must be paid promptly for drop in care. A contract is required for summer care.

Billing and Payments

During the school year, ESC is billed according to actual hours attended. ESC attendance is rounded to the next hour. ESC hours will be billed and payments withdrawn on the first business day of the week according to actual attendance for the previous week.

Summer ESC is subject to the regular contract and payment policy. Complimentary days will be provided based on your summer contract.

Lapse of Care

If there is a lapse of care greater than 30 days, without prior knowledge or authorization, you will need to re-register your child(ren) and pay the registration fee. Your child's spot will no longer be guaranteed.

Flex-Spending

TLECC accepts Flex-Spending. Please see the Director for more information.

Year-End Statements

TLECC will provide you with your year-end statement electronically by the end of January.

Annual Review

Rates, operating costs and policies will be evaluated annually. Annual rate increases may occur in September. Trinity Early Childhood Center of Freistadt reserves the right to modify, disregard, change or cancel all or any part of the Tuition Rates and Financial Policy contents at will, with or without notice.