



Trinity Lutheran Early Childhood Center of Freistadt Tuition and Fees

Effective: 7/1/2018 Updated: November 2018



262-242-1498

Monday-Friday 6:30am-6:00pm

10729 W Freistadt Rd

Mequon, WI 53097

www.trinityfreistadt.com

Infant & Toddler House

6 weeks - 2 years

	Daily	Weekly
2 days	\$66.00	\$132.00
3 days	\$66.00	\$198.00
4 days	\$60.00	\$240.00
5 days	\$60.00	\$300.00

Explorer Room

2 and 3 year olds

	Daily	Weekly
2 days	\$60.00	\$120.00
3 days	\$60.00	\$180.00
4 days	\$54.00	\$216.00
5 days	\$54.00	\$270.00

Experimenter Room

3, 4 and 5 year olds

(fully toilet learned)

	Daily	Weekly	Hourly*	Preschool Discount**
2 days	\$54.00	\$108.00	\$10.00	\$18.00/week
3 days	\$54.00	\$162.00	\$10.00	\$27.00/week
4 days	\$48.00	\$192.00	\$10.00	\$36.00/week
5 days	\$48.00	\$240.00	\$10.00	\$45.00/week

*Hourly rate is for children who attend childcare and Trinity's Preschool program on the same day. Max of two (2) hours per day or regular daily rate will apply. May not be combined with other discounts/Not eligible for Preschool Discount.

**Preschool Discount is for children enrolled in Trinity's Preschool program. Child must attend both Preschool and Childcare the same day. Child must attend more than two (2) consecutive hours in childcare.

Extended School Care

Kindergarten - 8th Grade

	Hourly	Early Release	No School
During Trinity's School Year	\$7.50	\$32.00	\$42.00

ESC Summer Care

	Daily	Weekly	<u>Summer Care</u> Subject to the regular contract and payment policy. Complimentary days will be provided based on your summer contract.
2 days	\$48.00	\$96.00	
3 days	\$48.00	\$144.00	
4 days	\$42.00	\$168.00	
5 days	\$42.00	\$210.00	

Please see Extended School Care Schedules, Billing and Payments in our Parent Handbook, under Financial Policies, for additional information.

TLECC Financial Policies are outlined in the Parent Handbook, which include additional fees, discounts and eligible credits.

Childcare tuition is the sole responsibility of the parents/guardians. TLECC does not accept state funded assistance.

TLECC Additional Fees, Discounts, and Credits

Registration

A non-refundable **\$50.00/family** registration fee due at the time of enrollment or upon re-registration.

Monthly Facility and Equipment Fee

Your account ledger will reflect a **\$5.00/child** (non-refundable) fee if your child attended in the previous month. This is in lieu of an annual registration fee. This fee helps pay for equipment replacement, office administration, materials and continuing education opportunities.

Sibling Discount

A **10% discount** will be applied to the charged tuition of for the youngest child of any family with multiple children enrolled in the program, provided at least two different children are in attendance that week.

Hot Lunch

Experimenter Room children are eligible for hot lunch during Trinity school days for a cost of **\$1.50 per meal**. Hot lunch fees will be reflected on your account ledger the following week. Requests for hot lunch must be submitted to the child's caregiver each day prior to **9:00 am**. TLECC does not participate in the Free and Reduced Meal programs.

Early/Late Fee

A **\$10.00/day** fee is charged if child is dropped off before (early) or picked up (late) after his/her contracted time.

Daily Sign In and Sign Out

Your fingerprint will be needed to sign your child in and out of the center. Each authorized person that drops off or picks up your child, on a regular basis, will need to register their fingerprint into the Procure computer system. There are two Procure touch pads. One located in the kitchen of the Infant & Toddler House and one located inside the Experimenter Room. Failure to check in or out will result in an additional fee of \$10.00 per occurrence.

Preschool Discount

Children enrolled in Trinity's 3K or 4K Preschool Program are eligible for a **\$9.00/day** discount if the child attends both 3K/4K and ECC the same day. Child must attend more than two (2) hours with ECC in order to receive the discount. Credit will be reflected on your account ledger the following week.

Experimenter Hourly Rate

The hourly rate is for children who attend childcare and Trinity's Preschool (3k/4K) program on the same day. Max of two (2) hours per day or regular daily rate will apply. May not be combined with other discounts/Not eligible for Preschool Discount. A contract is required. The weekly rate as determined by your contract is a set rate per week, regardless of attendance. Because this is an hourly rate, complimentary days are not provided/allowed to be used. You are not charged for days the school or childcare is closed.

Care Exceeding 10 Hours

Care that exceeds 10 hours per day (contracted or actual attendance) is subject to an additional charge of **\$7.00 per day per child**.

NFS and CC Decline Fees

Payments declined are subject to the following fee schedule: **\$35.00** for the first decline; **\$50.00** for the second decline; referral to Trinity's Executive Director after the third decline.

Extended Leave

If you anticipate a lapse in attendance greater than 30 days, in order to hold a spot for your child, a **full week's deposit per child** is required. The exception to this is summer care; in which case a summer contract must be signed and

returned stating care would not be needed during those months. This fee will be applied to care upon returning to TLECC and is non-refundable if you decide to terminate your enrollment.

Borrowed Items

A fee of **\$1.00 per item per use** will be reflected on your account ledger if TLECC lends your child any of the following required items: weather appropriate gear, clothes, blankets, sheets, etc. If borrowed items are not returned promptly, a **replenishment fee** will be charged to your account.

Referral Bonus

A **\$100.00 credit per family** will be issued for referring families that enroll and attend at least 90 days. Talk to the Director to take advantage of this opportunity

Key Fobs

The key fobs are the property of Trinity Lutheran Early Childhood Center of Freistadt and will allow you access, during regular childcare hours, into the school building via the Main Entrance Doors and the marked childcare exit/enter doors to the playground. Access will be granted from 6:30 am to 6:00 pm Monday thru Friday on regular business days. Key Fobs are issued to families that meet the requirements and sign the Agreement to Maintain Key Fob. Additional keys fobs are available for **\$10.00** (refundable if conditions are met upon return). Replacement key fobs (lost, stolen, or damaged) are **\$25.00** (non-refundable). If your fob is lost or stolen contact the Director **immediately**. An Agreement to Maintain Childcare Key Fobs must be signed by each user. Upon separation from TLECC, all parents and authorized contacts that are issued a key fob must return it within 7 business days, otherwise a **\$25.00 Key Fob Not Returned Fee** will be charged and debited from your account for each key fob assigned to your family and not returned in working condition.

Fieldtrips

Fieldtrips are optional. Fees are not included in the cost of tuition. Children must be three years of age and fully toilet learned at the time of the fieldtrip in order to be eligible to attend.

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*

*Open according to contracted schedules.

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 ESC Notes (page 4) for how payments are calculated. 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 Procure 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.

Complimentary Days

Complimentary days are based on the contracted number of days your child will attend weekly. 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.

Complimentary days during Trinity’s school year are based on your School Year contract:

2 days/week	4 complimentary days
3 days/week	6 complimentary days
4 days/week	8 complimentary days
5 days/week	10 complimentary days

Complimentary days during Trinity’s summer are based on your Summer contract:

2 or 3 days/week	2 complimentary days
4 or 5 days/week	4 complimentary days

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 Easter 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 Children at Play”. 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 after care charges begin at 3:00 pm, thus providing a 15-minute grace period. 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 July. 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.

Frequently Asked Questions (FAQ)

My schedule doesn't change; do I still have to submit a weekly schedule?

If the care needs for your child remain the same week to week you do not need to submit a schedule. The amount deducted will remain the same per your contracted schedule on file.

My family is planning a vacation; will I still be charged?

If you indicate on your submitted schedule, via email, by Wednesday that your child will not need care the following week (or during the scheduled absence) you will NOT be charged. However, if a schedule is not submitted you will be charged, according to your contracted schedule, even if your child does not attend. You then have the option of using your complimentary days.

May I swap days my child attends? Or add a day when needed?

Contracted days/times are used to maintain staff to child ratios when scheduling/hiring our staff. Requests to add an additional day or swap days are welcome but not guaranteed and may be subject an **extra \$10.00 fee**. All requests for the next week's attendance are required by noon on the Wednesday of the week prior via email: schedules@trinityfreistadt.com. Please contact your child's Lead Caregiver to check availability prior to requesting a schedule change.

TLECC requires a two day per week minimum. If my child doesn't attend at all in a one-week period will I still be charged?

If you request your schedule change, via email, by Wednesday that your child will not need care the following week you will NOT be charged. However, if a schedule change is not submitted you will be charged, according to your contracted schedule, even if your child does not attend. You then have the option of using your complimentary days.

Grandma and Grandpa decided last minute that they want to watch the children; will I still be charged?

If you know by the Wednesday before and indicate so on your schedule change email you will NOT be charged. However, if a schedule change is not submitted you will be charged, according to your contracted schedule, even if your child does not attend. You then have the option of using your complimentary days.

I've signed up my child to attend on a holiday week (ex. Christmas or Easter Break). The Center decided to close due a low enrollment. Will I still be charged for the days I signed up for?

If the Center closes due to a low enrollment you will not be charged.