

Tuition Payment Information

Child Care Unlimited

Registration Fee

BW SACC (school age child care)

A non-refundable registration fee of \$35 per child is due at the time of application.

Tuition

Tuition is an annual rate divided into nine monthly installments. The amount of the payment due each month is the same, regardless of the number of days of school or attendance. Holidays and other scheduled school days off are not included in the calculation of the annual rate. There will be no credits or refunds for calamity days or absences. A space will be reserved every day of the week for full-time participants. For part-time participants, only those two or three days of the week specified at the time of application will be reserved.

The first monthly payment is due upon confirmation of enrollment and must be received prior to attending the program. Thereafter, payments are due as scheduled; specific due dates chart below. Enrollment is dependent upon space, first come, first serve.

Tuition payments may be made electronically (PREFERRED TUITION PAYMENT METHOD) by registering for Tuition Express. See attached Tuition Express application. Tuition may also be made by check or money order, made payable to CCU- SACC (Child Care Unlimited-School Age Child Care). Please write your child's name and the site initials in the memo of your check. Cash will not be accepted.

Monthly Tuition Payment 2017-18

Elementary Tuition

	Before School	After School	Both
Full-time – 4-5 days	\$140	\$210	\$350
Part time – 3 days	\$105	\$158	\$263
Part time – 2 days	\$84	\$126	\$210

Intermediate Tuition

	Before School	After School	circle days
Full-time – 4-5 days		\$280	
Part time – 3 days		\$210	M T W R F
Part time – 2 days		\$168	M T W R F

Tuition Payments 2016-17 Due Dates: NOTICE JAN-MAY, PAYMENTS DUE THE FIRST OF EACH MONTH

Registration fee and 1st monthly payment are due upon enrollment; thereafter, tuition payments are due:

#1	#2	#3	#4	#5	#6	#7	#8	#9
8/10	9/15	10/15	11/15	1/1	2/1	3/1	4/1	5/1

PLEASE NOTE THAT JANUARY CHANGES DUE DATE BECAUSE OF CHRISTMAS HOLIDAYS

To Withdraw or Change Days of Attendance

SACC must be notified two weeks prior to withdraw from the program or to change days of attendance. No refunds will be made for withdrawal from the program. If notice of withdrawal is not given two weeks notice, half of the next monthly payment is required. Changes in days of attendance will be made if space in the program permits and will be effective the first week of the following month. Please call the SACC office at 740-965-5900 as soon as possible to withdraw or request changes. Fill out a change form at the SACC site.

Required notice dates to withdraw or change.

#1	#2	#3	#4	#5	#6	#7	#8	#9
Day before attend	9/1	10/1	11/1	12/15	1/15/16	2/15	3/15	4/1

- After school starts, payment #1 is not refundable
- Withdrawals and changes may be made starting with payment #2. Written notification of withdrawal must be completed 15 days prior to the next scheduled payment. Late notifications will result in partial payment
- No changes or refunds will be given for the following time periods:
NOVEMBER 15TH – DECEMBER 15TH (payment #4)
MAY 1ST-31ST (payment #9)
- A child may be re-enrolled if space is available. A \$35 re-enrollment fee is charged each time a re-enrollment occurs within the same school year. A new tuition contract is required.

Additional Charges

Late Payment Fee

Late Payment Fee will be charged as a \$20.00 late payment fee.

Tuition payments are due as on the date of the monthly tuition charge table. Late or unpaid account balances, must be paid in full within five business days or may result in termination of service. NSF charges on checks or automatic payment are subject to an additional \$30 fee from our financial institution or Tuition Express in addition to the \$20 late payment fee from SACC. Habitual late payment will result in termination of service. A participant dismissed from the program will be wait- listed pending payment in full and space available.

Late Pick-up Fee (charge is per child)

The SACC program ends at 6:00 PM and we ask that all children are picked up by that time. Since staff have evening responsibilities and are not expected to remain after 6:00 PM, a fee of \$10 will be assessed for each five (5) minutes after 6:00 PM a parent is late (e.g., 6:06 arrival will result in a \$20 fee). If a child has not been picked up by 6:30 PM and attempts to contact parents and emergency contacts have been unsuccessful, the police and Delaware County Children's Services may be called. SACC reserves the right to terminate enrollment for recurrent late pick-up. The late pick-up fee will also be assessed beginning one hour after the time a parent is contacted to pick up a child for any reason including illness, behavior, etc.

Trace/Track Fee

YOU MUST CALL IF YOUR CHILD IS ABSENT so that the child is SAFE. Parents are asked to notify SACC of their child's absences by advising AHEAD, CALLING the site phone, or emailing the CCU office, ccusumc10@hotmail.com. Because TRACKING missing children takes a staff member away from the group for a period of time, a penalty fee of \$10 MAY BE assessed for any unnecessary trace (i.e., parents were aware of the absence, but did not inform SACC). **THE ELEMENTARY SCHOOL OFFICE IS NOT RESPONSIBLE FOR INFORMING SACC OF A CHILD'S ABSENCE AND CANNOT SPEND TIME RUNNING MESSAGES TO SACC STAFF.**

AM Drop- in Fee

For families already enrolled in SACC, drop-in care is available at the before school programs. Please give 24 hour notice for the morning drop-in. Payment is due the day of attendance unless your family uses Tuition Express, in which case the electronic tuition payment will be adjusted. The AM drop-in service is \$10 per child per day. A delay will add \$5 plus the AM drop-in fee for arrival prior to 9am.

PM Drop-in Fee

Please give 24 hour notice for the afternoon drop-in. Payment is due the day of attendance unless your family participates in Tuition Express, in which case the electronic tuition payment will be adjusted. The PM drop-in service is \$20 per child per day. Early dismissal in the PM will add a \$10 additional fee.

Delay Fee for regularly scheduled children

The delay to start school results in additional hours at the SACC program prior to school start; therefore, the delay fee is \$5 per enrolled child. NO fee for scheduled children arriving after 9:00am.

Receipts

Parents may print tuition receipts on-line from Tuition Express (enrollment in the Tuition Express program is required to do this). Receipts are also available from the CCU office upon request and require a 24 hour notice.

Child Care Unlimited Federal Tax Identification Number 31-1068531

Financial Assistance

Subsidized Child Care Assistance: Parents/guardians receiving State subsidized funding for child care (Title XX) must do the following to participate in the program:

- Apply through Delaware county JFS for child care assistance and have JFS approved authorization.
- Complete the SACC registration JFS form and pay a non-refundable \$35 registration fee per child.
- Pay first month's co-payment as determined by JFS, if applicable.

Monthly co-payments follow the same payment schedule as full tuition payments.