

# Piedmont Global Preschool and Child Care

Tuition, Fees and Payment Policies Effective January 1, 2017

## Hours of Operation 7:00am – 5:50pm

7:00am – 8:50am Morning Child Care (no charge)  
 8:50am – 3:50pm School Day  
 3:50pm – 4:50pm Extended Care (optional)  
 3:50pm – 5:50pm Wrap-Around Care (optional)



2:30pm – 5:50pm Afterschool Care (for Pre-K, K and 1<sup>st</sup> grade)

**New Students Fees- Application Fee: \$25.00 per family / Enrollment Fee: \$75.00 per child / School T-Shirt: \$15.00**

Classrooms	Attendance Plan Options	Length of Day Options			Drop-In
		3:50pm Curriculum School Day	4:50pm Extended Care	5:50pm Wrap-Around Care	
Select the <u>attendance plan</u> and <u>length of day</u> for your child. Change requests require a written two week notice and are subject to classroom availability. Late pick-up charges apply.					7:00 – 5:50
<b>Toddlers</b> • Travelers (18 months – 3 years)	4-5 days/week	194.00	15.00	30.00	55.00 per day
	3 days/week	135.80	9.00	18.00	
	2 days/ week	97.00	6.00	12.00	
<b>Young Preschoolers</b> • Explorers (3 – 4 years)	4-5 days/week	179.00	15.00	30.00	51.00 per day
	3 days/week	125.30	9.00	18.00	
	2 days/ week	89.50	6.00	12.00	
<b>Pre-Kindergarten and Summer Care</b> • Inventors (4 – 6 years)	4-5 days/week	164.00	15.00	30.00	47.00 per day
	3 days/week	114.80	9.00	18.00	
	2 days/ week	82.00	6.00	12.00	
<b>After-School Care, 2:30-5:50</b> • Explorers and Inventors (3 – 6 years) \$32.00 additional per full vacation day/teacher workday	4-5 days/week	70.00			20.00 per day
	3 days/week	49.00			
	2 days/ week	35.00			

Piedmont Global Preschool and Child Care offers a variety of attendance plans and length-of-day options in order to provide parents with choices for their child’s regular, steady pattern of school attendance. Working together, we fit children’s schedules together like puzzle pieces to share a great community preschool resource. Drop-in care allows you to purchase an occasional or additional day at school as classroom space permits. You may request a change to your child’s attendance plan or length of day by submitting a written request to the director at least two weeks in advance. Classroom move-ups and changes in attendance plans are subject to space availability.

### Application Fee

Enrollment applications are openly accepted year-round. An application fee of \$25.00 per family is required for the application(s) to proceed toward enrollment or be placed on the waiting list. We will work actively to place applying children for a period of one year (after which time the application expires and reapplication is necessary).

## **Annual Enrollment & Educational Materials Fee**

The annual enrollment/materials fee is separate and in addition to the application fee. All families with an active enrollment status (including full week, partial week and drop-ins) remit \$75.00 per child upon enrollment and \$75.00 per child again annually each September 1<sup>st</sup>. Students who are newly enrolled in July or August are exempt from repeating the enrollment/materials fee on September 1<sup>st</sup> their first year. A classroom slot may be reserved or held for a maximum of two weeks upon receipt of the application fee and enrollment fee. After two weeks, tuition is required or the slot will be made available to other families. Fees are not refundable.

## **Tuition Payment**

Payment of tuition and fees reserves an ongoing space for your child in their classroom. The amount due and due date remain the same regardless of your child's attendance plan, absences, vacation, illness, weather, transportation problems, adjusted operating hours, school holidays, school closings, or teacher workdays. Missed days may not be made up, swapped or substituted. We are not able to offer a grace period and our payment policies are strictly enforced so that our teachers can be paid on time.

Tuition is charged according to the child's attendance plan, length of day, and which classroom the child is attending at the time of billing (not age). Tuition may be paid weekly or monthly for children who attend 2, 3, or 5 days per week. Tuition is always paid in advance. Drop-in care is an exception as drop-in care is paid in full, daily at the time of arrival.

Weekly payments are due by 5:50pm on Monday or the first business day of the week. Monthly payments are due by 5:50pm on the first business day of the month. Equal monthly payments are calculated by multiplying the **weekly fee X 4.33** (the average number of weeks per month). After the first week of enrollment, tuition is due continually. The obligation for continual payment ends after a signed letter of withdrawal, providing at least two weeks' advance notice, is given to the director and the final two weeks have been paid.

Payments may be made by money order, check, cash or credit card. Overpayments are not returnable. Tuition and fees are non-refundable. The returned check fee is \$35.00. Your check will no longer be accepted after two incidents of a returned check. Due to the fees assessed by financial processing institutions, each electronic or card payment transaction is charged an additional \$5.00 processing fee.

## **Late Payment Fees**

Tuition payments or fees that are received after the due date will be charged a \$10.00 per day late fee. Children may not attend if there is an outstanding balance two or more days past due unless a written payment agreement has been signed by a parent/guardian and an administrator.

## **Late Pick-Up Fees**

The official time of drop off and pick up is according to the clock near the front desk. Children must be picked up and have exited the building by 3:50pm, or 4:50pm, or 5:50pm according to the time designated by your tuition and fees. Exiting the building late will result in a late fee of \$1.00 per minute, per child. Children not picked up by 6:15pm may be brought home by a staff member who will continue efforts to reach a parent or emergency contact person. In the event that a staff member has to leave the school with your child(ren), there is an emergency care charge of \$100.00. All late pick-up fees are due immediately and parents should to come prepared to pay this fee promptly when they are late.

## **Scholarships and Vouchers**

Our school accepts payment assistance, vouchers and scholarships from churches, employers, Guilford Child Development, United Way, and the Department of Social Services.

## Tuition and Fee Changes

Tuition and fees are routinely adjusted every year on January 1<sup>st</sup> following our budget analysis and local market survey. Additional adjustments to tuition and/or fees may be implemented at any time with parents being provided a thirty-day notice. With the needs of families in mind, our goal is to make our tuition and fees as affordable as we possibly can while providing highly qualified teachers, a progressive curriculum, superior meal services, inspiring classrooms and a well-maintained facility.

**Prescheduled School Closings** \* If any days falls on a weekend, we will close on the nearest weekday instead.

- New Year's Day
- Martin Luther King Jr.'s Birthday (Observed)
- One Professional Development Day in February or March
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day (July 4<sup>th</sup>)
- The day after Independence Day
- Labor Day
- One Professional Development Day in September or October
- Veteran's Day
- Close at 12:30 the day before Thanksgiving
- Thanksgiving
- The day after Thanksgiving
- Christmas Eve
- Christmas Day
- The two consecutive days after Christmas

## Unforeseen School Closing

The policy described in this section applies in the event that Piedmont Global Preschool and Child Care must close in addition to the days listed in the section entitled "Prescheduled School Closings". PGPC reserves the right to close or adjust its hours of operation due to a special school event, inclement weather, emergency, or an urgent situation which affects the safe and reasonable operation of the school (including but not limited to the following examples: power failure, water loss, snow/ice). During winter weather advisories we will make every effort to announce any closings or changes in operating hours via a local television station by 6:30am. Families will be notified in advance whenever possible.

In the event that the school must temporarily adjust its operating hours, close for a day, or close for a partial week, tuition and fees remain the same. In the emergency event that the school must close for a consecutive period greater than an entire Monday through Friday calendar week plus a sixth day, tuition charges will be reduced or credited for the second and subsequent weeks as follows:

- First full week (first five days) of unexpected closure: Charges are unchanged, due as usual.

Beginning with the second week of closure attendance plans will be adjusted as follows:

- 6th full day of unexpected closure: Charges are unchanged (tuition for 4 or 5 days per week is the same.)
- 7th full day of unexpected closure: Charges are reduced to the three days per week rate.
- 8th full day of unexpected closure: Charges are reduced to the two days per week rate.
- 9th full day of unexpected closure: Charge are reduced to the daily drop-in rate
- 10th full day of unexpected closure: No charge for the second week.

For clarification, if the school must close unexpectedly for more than one full calendar week and a sixth day, families are then charged for the attendance plan which reflects the number of days that the school is open. Children that attend 2 or 3 days per week will follow the same pattern with their tuition being adjusted to the number of open days in respect to their individual attendance plan. After one week plus a sixth day of emergency closure, extended day and wrap-around care will then be prorated based on the number of days that services are available.

#### **Discounts for Enrolled Families\***

- a) Birthday Discount: Parents receive a \$25.00 off tuition coupon for your child's birthday! Rules: child must have been enrolled a minimum of 30 days and all family accounts must be current.
- b) Sibling Discount: Families with two or more enrolled siblings receive 10% off tuition for the oldest child.
- c) Waiting List Discount: 10% off tuition with official documentation that you are on an agency's waiting list for assistance with child care costs. Documentation must be renewed periodically.

#### PLEASE NOTE

\*If you are receiving a scholarship, payment assistance or NC Pre-K services, you may not use the sibling discount, waiting list discount, or any other special offer. Discounts may not be combined. There are no discounts for extended care or wrap-around care. We are happy to assist you with any questions you may have about tuition, fees, scheduling, etc. You may reach our school at **(336) 294-1704**.

