

# Piedmont Global Preschool and Child Care

Tuition, Fees and Payment Policies Effective January 1, 2019

## 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: \$30.00 per family / Enrollment Fee: \$85.00 per child / School T-Shirt: \$15.00**

Classrooms 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.	Attendance Plan Options	Length of Day Options			Drop-In
		3:50pm Curriculum School Day	4:50pm Extended Care	5:50pm <b>OR</b> Wrap-Around Care	
<b>Toddlers</b> • Travelers (18 months – 3 years)	4-5 days/week	210.00	15.00	30.00	58.00 per day
	3 days/week	147.00	9.00	18.00	
	2 days/ week	105.00	6.00	12.00	
<b>Young Preschoolers</b> • Explorers (3 – 4 years)	4-5 days/week	195.00	15.00	30.00	55.00 per day
	3 days/week	137.00	9.00	18.00	
	2 days/ week	98.00	6.00	12.00	
<b>Pre-Kindergarten and Summer Care</b> • Inventors (4 – 6 years)	4-5 days/week	180.00	15.00	30.00	52.00 per day
	3 days/week	126.00	9.00	18.00	
	2 days/ week	90.00	6.00	12.00	
<b>After-School Care, 2:30 - 5:50</b> • Explorers and Inventors (3 – 6 years) \$32.00 additional per full teacher workday/vacation day	4-5 days/week	75.00			2:30-5:50
	3 days/week	53.00			20.00
	2 days/ week	38.00			per day

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 placement, 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 \$30.00 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 \$85.00 per child upon enrollment and \$85.00 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 new student's 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 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 check, money order, cash, debit or credit card. Enrollment with our payment processing agency may be required for some payment types and convenience fees may apply. 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.

## **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**

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 on the day of late pick-up.

## **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. Our goal is to keep tuition and fees as affordable for families 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	One Professional Development Day in September or October
Martin Luther King Jr.'s Birthday (Observed)	Veteran's Day
One Professional Development Day in February or March	Close at 12:30 the day before Thanksgiving
Good Friday	Thanksgiving
Easter Monday	The day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day (July 4 <sup>th</sup> )	Christmas Day
The day after Independence Day	The two consecutive days after Christmas
Labor Day	

**Unforeseen School Closing**

The policy described in this section applies in the event that Piedmont Global Preschool must close in addition to the days listed in the section entitled "Prescheduled School Closings". PGP 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 weather advisories we will make every effort to announce any closings or changes in operating hours via a local television station by 6:30am.

In the event that the school must temporarily adjust its operating hours, or close for a single day, or close for a few days, 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 then be adjusted for the second and subsequent weeks based on the number of days that child care services are available.

**Discounts and Scholarships for Enrolled Families**

- a) Sibling Discount: Families with two or more enrolled siblings receive 10% off school day tuition for the oldest child.
- b) Waiting List Discount: 10% off tuition for all enrolled children with official documentation that you are on an agency's waiting list for assistance with child care costs. Documentation must be renewed periodically.
- c) Scholarships: Our school accepts payment assistance, vouchers and scholarships from churches, employers, Guilford Child Development, United Way, GTCC, and the Department of Social Services.

**PLEASE NOTE**

Discounts may not be combined. Each family may use one discount, one subsidy/voucher or one scholarship. There are no discounts for extended care or wrap-around care.

## Piedmont Global Preschool and Child Care Tuition, Fees and Payment Policies Agreement

By signing below, I verify that I am the parent/guardian of \_\_\_\_\_ . I verify that I have received a copy of *Piedmont Global Preschool and Child Care Tuition, Fees, and Payment Policies*. I understand that this agreement replaces any and all prior agreements for tuition, fees, and school closings. I understand and agree to adhere to policies and procedures herein which are effective beginning January 1, 2019.

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<b>Attendance Plan (circle days child will attend)</b>	<b>Length of Day Requested (circle exit time)</b>	<b>Select Billing Cycle</b>
<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri	<input type="checkbox"/> 3:50 <input type="checkbox"/> 4:50 <input type="checkbox"/> 5:50	<input type="checkbox"/> Weekly <input type="checkbox"/> Monthly

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**THIS SECTION FOR OFFICE USE ONLY**

**New Families: Attach Copy of Parent/Guardian’s Driver’s License, Government ID, or Passport**