



## Tree of Life Learning Center Rate & Policy Sheet

Registration Fee holds place & covers cost of materials

Fee of \$50 per child or \$75 per family

Early Bird Discount - \$25/child before 3/31; \$35/child before 5/31

Number of Days Per Week	Weekly Rate for Half Days	Weekly Rate for Full Days	Preschool Weekly Rates (8-11am only)
2	\$50	\$110	\$30
3	\$75	\$165	\$45
4	\$100	\$220	\$60
5	\$125	\$275	\$75

### Enrollment Definitions:

Full Day = 4 to 9 hours

Half Day = up to 4 hours

Preschool Rate (ages 2-5) = 8-11am **only**

Minimum of 1 full day, 2 half days or 2 preschool days per week (3 preschool days for 4K)

Rates based on a 9-hour day or less. Any child staying longer than 9 hours will be billed an additional \$10 per day, per child.

**Extended Care Program (Before & After School for school agers):** Families choose set days of the week, with charges being \$5/day for any before school care and then \$5/hour for 3 hours after school (ex. Pick-up before 4pm - \$5; before 5pm - \$10; before 6pm - \$15).

**Summer Rates** - \$6.25/hour, schedules due by noon on the Tuesday of the week prior

**Discount Rates** – 20% discount applied to 2<sup>nd</sup> child, Holy Trinity Church and School families (\$20/half-day; \$44/full-day. **The discount is applicable to half-day, full-day and summer rates only.**

**Any Credit Care and ACH processing fees will be paid by the families.**

### Holidays

Tree of Life Learning Center is closed for the following holidays: New Year's Day, Good Friday, Easter Monday, Memorial Day, week of July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve, Christmas Day, the days between Christmas and New Year's, New Year's Eve Day.

If the holiday falls on a Saturday, the center will be closed on the Friday prior to the holiday. If the holiday falls on a Sunday, the center will be closed on the Monday following the holiday. Tuition is charged normally on scheduled holidays. There will be no charge for the Friday following Thanksgiving and for Good Friday.

## Vouchers

Weekly payments will be required from Labor Day until Memorial Day. Each child is allowed vouchers to be used throughout these nine months. These vouchers can be used for sick days or holidays. Advance notice when using vouchers is appreciated and sick days should be called in by 8am.

Families are given vouchers based on the following schedule:

- Child attends 5 days per week – 10 vouchers per nine months
- Child attends 4 days per week – 8 vouchers per nine months
- Child attends 3 days per week – 6 vouchers per nine months
- Child attends 2 days per week – 4 vouchers per nine months

These rates are effective September 1, 2023. Rates are reviewed annually and subject to change.

**Key fob rental is required for entrance to building: \$6 per fob**

### **Policies:**

Payments are due by **6pm on Friday** for the upcoming week. Payments may be made online through **Brightwheel** or **by cash/check to the payment dropbox**. If a payment for the upcoming week is **received after Friday at 6pm**, a \$10 fee may be charged to your account. Generally, credits or refunds are not given if your child does not attend as scheduled due to illness or vacation.

Tree of Life Learning Center closes at 6pm. If your child remains at the Center **past 6pm**, fees equal to \$1.00 per minute of attendance are charged to your account. For example, if a child is picked up at 6:10pm, an additional \$10 is charged to the family's account.

If checks are returned for insufficient funds, a **\$35.00 NSF fee** is charged to your account.

If you have any questions, please do not hesitate to ask a staff member! Thank you!