



## Tree of Life Learning Center Rates & Policies (Ages 2-5)

**Fall through Spring (Labor Day-Memorial Day)**

Registration Fee holds place & covers cost of materials

Fee of \$100 per child

or \$125 per family

Early Bird Discount - \$75/child before 3/31

**Prices in Parentheses are for 2-year-old classroom and non-potty trained 3-year-olds. Potty training means no pull-ups and independent in bathroom.**

Number of Days Per Week	Weekly Rate for Half Days	Weekly Rate for Full Days	Preschool Weekly Rates (8-11am)
2	\$64 (\$70)	\$126 (\$130)	\$50 (\$60)
3	\$96 (\$105)	\$189 (\$195)	\$75 (\$90)
4	\$128 (\$140)	\$252 (\$260)	\$100 (\$120)
5	\$160 (\$175)	\$315 (\$325)	\$125 (\$150)

### Enrollment Definitions

Full Day = 4.5 to 9 hours

Half Day = up to 4.5 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/hour per day, per child for hours over 9 hours/day.

**Discount Rates** – 15% discount applied to 2<sup>nd</sup> child and Holy Trinity Church member families (\$53.55/full-day or \$55.25/day for 2's and non-potty trained 3's). **The discount is applicable to full-day rates only.** Any family that refers another family (who registers and attends at least 2 weeks), will receive a \$50 credit towards their weekly tuition.

**Any Credit Card 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, Labor Day, Day before Thanksgiving, 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.

The Learning Center will also be closed the last Thursday and Friday in October and the third Thursday and Friday in February to give teachers the opportunity to attend local teacher's conferences.

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

### **Policies**

**Schedules** – Families may choose the number of days their child will be attending and they can choose between half-day and full-day options. Staffing is based on submitted schedules. A child who arrives late for the day may not stay later than scheduled.

**Payments** - Weekly payments will be required from Labor Day until Memorial Day. Families will pay according to the child's set weekly schedule whether the child attends or not. Lengthy absences due to illness will be handled on a case by case basis. Tuition will not be charged for days the Learning Center is closed.

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 is picked up between 6:01pm and 6:30pm, an additional \$10 fee may be charged to your account. If your child is picked up between 6:31pm and 6:59pm, another \$10 may be charged to your account.

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