

# ICC Child Center

## Tuition & Fees Information

Effective August 22, 2011

**Registration Fee:** All newly enrolled children will be assessed a one-time non-refundable registration fee. This fee does not apply toward tuition. For ICC Employees the registration fee will be included in your first payroll deduction. For Students not receiving Financial Aid and Public families, we will collect this fee upon enrollment. Students receiving Financial Aid we will add this fee to your account. **These are sliding scale rates based on your income level.**

**Payments:** All charges for tuition and supply fees will be applied to the parent's ICC account at the beginning of each semester. Payments will be autopay or ICC payroll deduction. If you do not have an account to deduct charges, please see the manager for a payment schedule and location for payments. Forms to enroll will be made available by mid August. **Checks or payments returned for insufficient funds will be assessed a \$25.00 fee.**

**Weekly Rates:** The weekly rate is applied for children who attend the center 5 full days. Children who attend the center 5 full days will receive a weekly discount. **No credit** is given if your child is absent due to illness, personal days, holidays or cancelled classes.

**Full Day Rate:** The daily rate is applied for children who attend the center more than 5 hours a day. These days are pre-arranged and **no credit** is given if your child is absent due to illness, personal days, holidays or cancelled classes.

**Hourly Rate:** The hourly rate is applied for children attending up to 5 hours per day. This time is pre-arranged and **no credit** is given if your child is absent due to illness, personal days, or cancelled classes.

**Child Care Connection Families Part Day Rate:** The part day rate is applied for children attending up to 5 hours per day. This time is pre-arranged and **no credit** is given if your child is absent due to illness, personal days, or cancelled classes.

**Late Payment:** A **\$10.00** late fee will be added every week for child care bills that are past due. Families receiving Child Care Connection, your co-payments are due on the 1<sup>st</sup> or 15<sup>th</sup> of each month. Families receiving Financial Aid will incur late fees for every week payment has not been made after aid has been distributed.

**Late Pick-up Fees:** **\$1.00 per minute** will be charged to all parents who pick up their children after closing time. Because all clocks are different, make every attempt to enter the classroom by 4:57 pm.

**Meal Visits:** Parents or other close family members are invited to join us for lunch, for a cost of **\$4.00** per lunch. This cost is payable in cash to the Director's office. Just call, e-mail, or let your child's teacher know at least by **7:30** that morning. If you can join us for an occasional breakfast or snack, please let us know 2 hours in advance. If we have enough food, we will share at no extra cost to you.

**Center Closings:** Closings are listed below. Only CLOSINGS for Staff Training and Winter Break will not be charged to anyone. The week of Spring Break in March the Center will be open Monday-Wednesday; however ICC students and part-time employees will not be charged if care is not needed. All other CLOSURES will be charged as part of your regular schedule. **Child Care Connection Families are exempt from some closing charges. See the manager for details.**

ICC Holiday closings: Labor Day, Thanksgiving & Day After, Winter Break at least the last week of December (NO CHARGE), Martin Luther King, Jr. Day, Good Friday, Memorial Day, July 4<sup>th</sup> holiday

Center Closings (ICC is still open)

Staff Training— 1st Thursday & Friday of August (NO CHARGE)

Staff Training— Midterm Break in October a Friday to be determined (NO CHARGE)

Staff Training— Thursday & Friday during Spring Break (NO CHARGE)

**Vacation Days:** **Vacation Days are for year-round full day families only. NOT APPLICABLE for ICC Student, Part-Time Faculty and Hourly Families.** Full day and weekly paying families are permitted two weeks tuition-free vacations per school year (August –July). Eligibility for these days begins after your child has been attending for six weeks. You must use one week of vacation in consecutive days, but may split the two weeks into two different semesters. You must put your request in writing or email (See Blackboard or Manager for vacation form). Vacation days will not automatically be used for days absent, it is your responsibility to specify beforehand to the office when you want to use vacation days. If your child enters the program midyear, your vacation days will be pro-rated.

Full Days Attending	Days of Vacation Earned Per Calendar Year (August-July)
2	4
3	6
4	8
5	10

**Holding Fee:** If you wish to remove your child for any extended period longer than your typical two week schedule (holiday, maternity, vacation, summer, mini-mester), a one-time typical weekly charge will be added to your account. Your child will be able to come back to our child care at your pre-arranged time or placed at the top of the waiting list, whichever is applicable. **This charge will only apply to Full Time Employees of ICC and Public families.**

**Withdrawing:** Once you sign the Billing Contract you will be charged continually (or until the end of the finals week for Adjunct Faculty or Students). You will be responsible for payments until the time that you need to stop services. We require a two week notice in order to fill that spot. If you choose to remove your child before the two weeks are up, please be aware that we will continue to collect payment for the two weeks. If you withdraw your child from the Center, you must provide at least two weeks' written notice, but your remaining vacation days cannot be used for the two-week notice period. **No withdrawal requests will be granted during the last three weeks of the semester for ICC Students and ICC Faculty Families.**