



# TUITION POLICIES

Effective 8/20/18

SUMMIT Early Learning is committed to providing quality early care and education to parents who are working or enrolled in training/education programs.

## SERVICES AVAILABLE

PROGRAM	AGES SERVED	AVAILABLE SCHEDULING (week days only)	MINIMUM?	OTHER
<b>Child Care/Early Childhood Education</b>	Children ages 6 weeks to 6 years	Full day - full week Full day - part week Part day - part week	A minimum of 2 days per week	
<b>Center for School-age Development</b>	Children in Kindergarten through 6 <sup>th</sup> Grade	Before School After School Before & After School	A minimum of 2 days per week	Lewisburg Program also offers bundles of 10 or 20 days per month.
<b>Summer Camp</b>	Children that finished Kindergarten through 6 <sup>th</sup> Grades		A minimum of 2 days per week and at least 10 days per summer	

## SERVICE & TUITION AGREEMENT (CONTRACT)

### 1. TERMS OF AGREEMENT

After completing the enrollment process, parents/guardians receive a Service & Tuition Agreement that specifies:

- a. Date that services are to begin.
- b. Days that services are to be provided.
- c. Hours of service to be provided.
- d. Tuition Costs.
- e. Subsidies/fee assistance.
- f. SUMMIT Early Learning Tuition Assistance, if applicable (For Snyder, Union, and Northumberland Counties only).
  - i. Families not eligible for other subsidies and/or third-party payments may apply for SUMMIT Early Learning Tuition Assistance if the family meets the eligibility criteria as established by SUMMIT Early Learning Board of Directors, which may include income, family size, and special circumstances.
  - ii. To the extent funding is available, families may be granted fee assistance if they are eligible for subsidies but on subsidy waiting list or if a family is experiencing a significant, temporary financial hardship.
  - iii. Families may apply at any time for the assistance funds by completing the required forms and submitting proof of income for the previous four weeks. Eligibility is retroactive only to the tuition assistance application date, not the enrollment date.
  - iv. Tuition Assistance is awarded based on availability of funds, which are established and controlled by the funding levels and funding sources.

### 2. HOURS OF SERVICE

- a. Contracted service hours should be work hours plus a reasonable commute time.
- b. SUMMIT Early Learning staff are scheduled based on contracted hours of care/service; therefore:

It is required that children be dropped off and picked up, based on the contracted hours of service, except in unusual or emergency situations that may require longer service hours.

- i. If a child will be staying more than 15 minutes over the contracted hours of service, staff at the center must be notified.
  - ii. Additional fees are charged if a child stays longer than the contracted service hours. (See section titled TUITION AND FEES, LATE PICKUP FEES.)
  - iii. There are additional fees for contracting more than 10 hours. (See Tuition Scale.) SUMMIT Early Learning reserves the right to limit the frequency of service days that are contracted for more than 10 hours.
- c. Fewer service hours than contracted are permitted.

### 3. CHANGES TO SERVICE & TUITION AGREEMENT

- a. Switching days is not permitted. Days may be added, if space permits. Parents/guardians must contact the Enrollment Specialist to make arrangements as needed.
- b. If a family requires changes to the Service & Tuition Agreement, the Enrollment Specialist must be notified.
- c. A notice of one week must be given to change the Service & Tuition Agreement.
- d. Only one change is permitted in any four-week calendar period.
- e. If hours of service are reduced, increasing hours of service in the future is not guaranteed. Changes can only be made as space permits.
- f. Families must be current with all payments if requesting an increase in hours of service.
- g. SUMMIT Early Learning may charge a \$25 fee if changes are frequently requested, due prior to implementation of the changes.

### 4. SUMMER CAMP AGREEMENT

- a. Parents/guardians may choose the days and weeks that their children are enrolled in Summer Camp, with a minimum enrollment of 10 days.
- b. The Summer Camp Service and Tuition Agreement must be completed and contracted days must be established by May 15; no changes may be made after May 22.
- c. Children may only attend on the contracted days; additional days may be added if space permits.
- d. Tuition is charged for all contracted days, regardless of attendance. Days that are added throughout the summer (if space allows) are billed in addition to the days identified in the Agreement.

### 5. TERMINATION OF SERVICE & TUITION AGREEMENT

- a. The family or SUMMIT Early Learning may terminate the Service & Tuition Agreement.
- b. If a seven-day notice of service termination is provided, the deposit amount paid is credited to the family's account.
- c. If a seven-day notice is not provided, the deposit is forfeited and tuition is charged for the last week of services.
- d. SUMMIT Early Learning may terminate an agreement for delinquent tuition payments, chronic late pickups, inappropriate parent/guardian behavior, child behavior problems that cannot be resolved through SUMMIT Early Learning established procedures, or other reasons.

## TUITION & FEES

### 1. TUITION

- a. The SUMMIT Early Learning Board of Directors establishes the rates on the SUMMIT Early Learning Tuition Scale. At least a 30-day notice is given prior to changing Tuition.
- b. Tuition is charged for all contracted days, regardless of whether the child is absent for any reason, including illness, vacation, emergency closings, and holidays.
- c. Tuition is not charged for staff training days when the centers are closed.

2. DEPOSIT
  - a. An amount equal to one week of tuition is required as a deposit and is due upon enrollment, prior to the child's start date.
  - b. In conditions of hardship, installment payments of the deposit are considered.
  - c. The deposit is credited towards the tuition for the last week of services, if a seven-day notice of termination is provided.
  
3. TUITION PAYMENT
  - a. Tuition payments are due on the first service day of each week.
  - b. The enrolling parent/guardian is responsible for tuition payment. Fees are not collected from a second party, an ex-spouse, or any person other than the enrolling individual.
  - c. The enrolling parent/guardian may request a monthly statement of their account.
  - d. Payment Options
    - i. Cash – ONLY at SUMMIT Early Learning Lewisburg or SUMMIT Early Learning Lewistown.
    - ii. Check or money order – dropped off at the center or mailed.
    - iii. Automatic withdraw from bank account (ACH)
    - iv. For CSD Program: ANY of the above options. Payment will not be accepted at the CSD sites.
  
4. CAMP TUITION
  - a. There is an Activity Fee for each child.
  - b. Camp Tuition Payment Options
    - i. Weekly automatic withdraw (ACH)
    - ii. Advance payment in full – if paid in advance by May 15<sup>th</sup>, there is a 10% discount.
  - c. If Camp Tuition is not paid by the due date, services are terminated at the start of the following week.
  
5. DELINQUENT TUITION PAYMENTS
  - a. If tuition payment is not received by the close of business on the first service day of the week, it is considered delinquent. Ongoing or continuous delinquent tuition/fees may result in termination of services.
  - b. For families that receive subsidies:
    - i. Families must follow the requirements of the subsidy provider.
    - ii. If fees are delinquent:
      - a) Late Notice Memo is sent.
      - b) When tuition is late for three weeks, a Late Notice Letter with Payment Plan is sent.
      - c) If Payment Plan is not followed, a Termination Notification/Late Notice with Payment Plan is sent.
      - d) After five days of not following the payment plan, termination of child care services occurs. No additional notification is provided.
  - c. If services are terminated due to unpaid tuition, all delinquent tuition must be paid before a child may be re-enrolled.
  - d. SUMMIT Early Learning reserves the right to pursue legal action for unpaid tuition.
  
6. LATE PICK-UP FEES
  - a. Fees for After 10 Hours  
Tuition is based on 10 hours. There are additional fees for beyond 10 hours, because of increased staffing needs.
  - b. Fees for Pickup After Program Hours  
Children must be picked up within the operating hours of the program. If a child is picked up after closing, a late fee is charged. Repeated late pickups may result in suspension or termination of

services. Lateness is determined according to the child care center clocks. Staff verify the pick-up time on the sign-out sheet. Fees for after closing are as follows:

- i. For every minute up to 15 minutes that each child remains in care after the center closing time: \$1 fee per minute
  - ii. For any part of 16–30 minutes beyond the center closing time: Additional \$20
  - iii. For any part of 31–45 minutes late: Additional \$25
  - iv. For every 15 minutes or any part of a 15-minute period thereafter: Additional \$30
- c. If Tuition is paid by automatic withdraw, the fees are automatically withdrawn with the next tuition payment.
7. **CSD PROGRAM ONLY: FEE FOR NON-COMPLIANCE WITH NOFICATION OF ABSENCE POLICY**  
A fee of \$10 is charged for the second and third occurrences of non-compliance with the Notification of Absence Policy, due to the time involved in verifying the whereabouts of a child. (After the third occurrence, additional penalties are put into place. See the CSD Parent Handbook for details.)
8. **INSUFFICIENT FUNDS FEE**  
A \$35 service charge is assessed each time a check or ACH is denied due to insufficient funds.

## **TEMPORARY WITHDRAWALS OR LEAVES OF ABSENCE FROM SERVICES**

1. **SUMMER WITHDRAWAL**
  - a. A child's slot is not held if a family chooses to withdrawal for the summer (June, July, August). However, priority for re-enrolling is available.
  - b. In order to receive priority for re-enrolling, the parent/guardian must notify the Enrollment Specialist by May 22 in writing or by email.
  - c. If/when there is space, the child is re-enrolled at the end of the summer.
2. **MATERNITY/PATERNITY LEAVE FROM SERVICES FOR BIRTH OR ADOPTION**
  - a. **Priority Re-enrollment**
    - i. A child's slot is not held if a family chooses to withdrawal for a parent's maternity/paternity leave upon the birth or adoption of a child. However, priority for re-enrolling is available.
    - ii. In order to receive priority for re-enrolling, the parent/guardian must notify the Enrollment Specialist in writing or by email.
    - iii. If there is space, the child is re-enrolled.
  - b. **Holding the Slot**
    - i. If the family continues to pay the tuition during the child's absence, the slot is held for the child to return.
    - ii. If the child will attend intermittently during the leave time, the family is requested to notify the center director at least two days prior to the child's attendance so that classroom staff can plan for his/her participation.
3. **OTHER LEAVE REQUESTS**
  - a. Families may request a temporary leave from services for a reason not indicated above by contacting the Enrollment Specialist.
  - b. The requests are reviewed on a case-by-case basis and require approval of the Chief Executive Officer.

## **AGENCY REDUCTION OF SERVICE**

1. If insufficient resources exist to serve all children currently receiving services, SUMMIT Early Learning may discontinue services based on the date of enrollment.
2. Children discontinued from care shall be placed at the top of the waiting list by date of previous enrollment; earliest date will be served first.

## **POLICY EXCEPTIONS**

Exceptions to these policies may only be granted by the SUMMIT Early Learning Board of Directors or Chief Executive Officer.

## **QUESTIONS**

Questions about tuition or payment arrangements should be directed to an Enrollment Specialist or the Enrollment Manager. Questions may also be sent in writing or e-mailed to appropriate staff.

### **Enrollment Offices:**

Lewisburg and Northumberland County  
570-524-0926

Mifflinburg  
570-966-2845

Snyder County  
570-372-4082

Mifflin & Juniata Counties  
717-242-3032