

# St. Peter's Child Care and Preschool

## Admission, Fee Policy and Handbook Acknowledgment for 2025

- Open Monday-Friday year round, 6:30am - 5pm, ages 2-12 yrs, 30 student capacity.
- No limitations (toilet trained, walking, etc) to enrollment based on Center's abilities.
- Closed and paid for Holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day and New Year's Eve. \*If these Holidays fall on a weekend we will be closed on the closest business day, may be exceptions.
- Families will pay for expected (appointments, vacay, summer school, etc. and unexpected absences (days missed due to illness, behavior challenges, emergency closings, etc. )
- No refund or application of tuition to future weeks due to missed days.
- Closed Professional Development Day: December 26, accounts will be credited for this day.
- Families need to request two weeks in advance if extra care is needed (such as no school days) and will be charged in advance, no refunds if schedules change.
- A three week notice for hour changes or enrollment termination is required, time will be billed if enrollment is ended early.
- Families will be notified through Procure app and/or facebook page, in case of emergency closings.
- **All tuition payments are due the Friday morning preceding care.**
- All hours will be contracted.

### CURRENT RATES:

\$100.00- Registration fee per child, non-refundable, \$150.00 maximum per family

\$100.00- Annual Program fee per child

\$135.00- Part time, limited to 2 days per week

\$195.00- Full time care for children who are fully potty trained

\$205.00- Full time care for children who wear diapers, pullups or require staff assistance

\$195.00- Summer Program

\$ 75.00- Flat rate for students needing care before and/or after school.

\$ 35.00- Additional day rate for school age children

\$ 20.00- Additional rate for an early release or late start day for school age students

### LATE FEES:

\$5.00 for the first 10 minutes before/after contracted pick up time, additional \$5 per minute beyond 11 minutes. Additional \$25.00 charge, paid directly to each staff member at pick up time, if more than 10 minutes after closing time of 5pm.

In accordance with Federal law and USDA policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, gender or disability. It does not discriminate in the administration of its education policies, admissions or other child care policies. Enrollment is on a first come, first serve basis according to the following priority and to the current available child/staff ratios. 1) Children already enrolled Full time 2) Member's of St. Peter's LS-MS Congregation 3) Students on waiting list with returned applications 4) Siblings of current students 5) Priority to full time vs part time or Before/After school care. Space is limited in keeping with licensing requirements and child to teacher ratios. I understand accidents involving my child can happen and I/we do not and will not hold St. Peter's Child Care and Preschool, Church, Staff or Congregation accountable or responsible. St. Peter's Child Care and Preschool reserves the right to change policies or rates at any time.

**I have read and agree to the above Admission and Fee policy and all that is included in the handbook, my failure to uphold Center policy will result in termination of my child's enrollment. I understand that the policies written are necessary for the operation and overall good of St. Peter's Child Care and Preschool.**

Print Student Name:

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Parent/Guardian Signature:

Date

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Return signed document to Center Staff