

KISHWAUKEE COLLEGE EARLY CHILDHOOD CENTER

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ENROLLMENT AND FINANCIAL POLICIES

Effective August 21, 2017 for FY2018

Revised June 29, 2017

Thank you for enrolling your child at the Kishwaukee College Early Childhood Center! In addition to working diligently to provide your child with excellent childhood experiences, we also work hard to remain financially fair, sound, and responsible. Please read, understand, and follow these policies. If you would like further clarification on a policy, please see the Center Director. Thanks!

1. Tuition Payment Statement / Parent Co-Payment Statement.

- 1.1. Each semester the Director completes a "Tuition Payment Schedule and Enrollment Agreement" (hereafter referred to as "*Schedule*"). The *Schedule* shows **weekly tuition amounts** and **due dates**. (Please note that the first payment is occasionally a higher, uneven-dollar amount, so that all subsequent payments may be an even-dollar amount.)
- 1.2. Two copies of this *Schedule* are provided to the parent. The parent keeps one copy as a reference and is **required to sign and return** the second copy as an agreement for services. (Failure to sign and return the copy in no way releases the enrolling parent from the obligations set forth in these "Enrollment and Financial Policies.")
- 1.3. The Director also creates a "Payment Plan Statement." This Statement is similar to your "Tuition Payment Schedule and Enrollment Agreement" and is the method of placing your Early Childhood Center account in the College's financial system. (Please request a Payment Plan Statement printout from the Director if you would like to see where you are with payments.)

2. Tuition Payments / Co-Payment Payments.

- 2.1. **All payments must be paid by the stated "due date." Failure to pay on-time may result in Late Payment Penalties (see Section 3 below).**
- 2.2. Payments may be made in the following ways:
 - Check or money order payments may be placed in the mail slot outside of the Director's office. (Cash payments may not be made at the Center.)
 - Cash, check, money order, or credit card payments may be made at the Kishwaukee College Business Office located on the second floor of the main building. Phone credit card payments may be made by calling the College's Business Office at 825-9400. Please note that KC may charge a convenience fee for customers paying with a credit card.
 - Checks should be made payable to "Kishwaukee College"; **not** the Early Childhood Center.
- 2.3. Payments must be made in the **EXACT** amount shown on the *Schedule*—No rounded payments please!
- 2.4. Due dates specified on the *Schedule* indicate that payments are due **IN ADVANCE** of services being provided. Payment is due by the close of business on the last business day (typically Fridays) **before** the week for which care will be provided.
- 2.5. You are required to pay a minimum of one week at a time. Paying for several weeks at a time is acceptable provided that payment is made **in advance** of when services are provided.
- 2.6. Tuition payment is the responsibility of the **enrolling parent**. In situations where a separated or divorced parent is wholly or partially responsible for payment, payments should be given to the enrolling parent who will in turn make payment to the Center. Financial information (e.g., payment history) will only be released to the enrolling parent without written permission.
- 2.7. PLEASE MAKE ALL PAYMENTS ON TIME. WHEN PAYMENTS ARE NOT RECEIVED ON TIME, CENTER ENROLLMENT IS JEOPORDIZED.

3. Late Payment Penalty.

- 3.1. As specified above, payments are due the last business day of the week **before** childcare is provided. (Payment due dates are also shown on your Tuition Payment Schedule and Enrollment Agreement.)
- 3.2. **If payment is not received by the end of the business day on the payment's "Due Date," you may be charged a \$10.00 Late Payment Penalty.** This \$10.00 penalty plus the original amount due must be paid by the Friday immediately following the Late Payment Penalty assessment date.
- 3.3. All regular tuition payments made will be applied to the oldest payment due.
- 3.4. **The Center's aim of this policy is to encourage timely payments; not to generate additional income. Please pay on time! If you have a special circumstance making it difficult to pay on time, please see the Center's Director BEFORE your payment is due to discuss your situation.**

3.5. Failure to make timely payments may result in suspension of childcare services.

4. Enrollment versus Attendance/Paid Non-Attendance Days.

- 4.1. **Full tuition payment is required** for all time for which a child is **ENROLLED** in the Center, independent of actual attendance. In other words, you are responsible for paying for all time that you have signed your child up for on your Application for Enrollment and subsequent written schedule changes.
- 4.2. **Tuition must be paid in full without deduction for absences.** Tuition may not be reduced to accommodate family vacations, children not attending during a parent's or sibling's spring break, children staying with non-custodial parent, etc. Operational costs continue at the ECC when children are absent.
- 4.3. **Tuition payment is required for select non-attendance days during the year.** The ECC charges regular tuition for the following days each year: Independence Day, Thanksgiving Day, Friday after Thanksgiving, Spring Professional Development Day, and Spring Friday. Customers will be charged for these days when a child would normally be scheduled to attend on these days.

5. Schedule Changes.

- 5.1. To increase your child's schedule for the current term, please complete a *Request for Schedule Change* form (from the forms section of the Parent Pockets) and submit this form to the Center's Director. Please request a schedule increase at least one week before you wish it to take effect. Changes will be made on a space available basis.
- 5.2. To decrease your child's schedule, please complete the *Request for Schedule Change* form and submit it to the Center's Director. Please note that ten business days written notice (with payment) are required to decrease your child's enrolled hours.
- 5.3. A revised "Tuition Payment Schedule and Enrollment Agreement" will be created to account for approved schedule changes.

6. Withdrawal from the Center.

- 6.1. To withdraw your child from the Center, please obtain a *Withdrawal* form (from the forms section of the Parent Pockets), complete it and return it to the Director.
- 6.2. **Children must be officially withdrawn from the Center.** If you simply stop bringing your child without officially notifying the Early Childhood Center, you will continue to be charged tuition even in your child's absence. You will be charged tuition for three weeks beyond your child's last date of attendance and will then be administratively withdrawn from the Center.
- 6.3. **Ten business days written notice is required to withdraw a child from the program.** (This time period enables the Center to try to fill the hours vacated by your child.)
- 6.4. **Payment is required for ten business days following the withdrawal notice, whether or not the child continues to attend the Center during that time.**

7. Scheduling of Hours/Tuition Rates/Enrollment Fees.

- 7.1. Children may be enrolled either on an hourly (part-time) or full-day basis. Full-day enrollment is defined as five or more hours of enrollment; hourly enrollment is defined as less than five hours in a day. The current fee schedule effective August 21, 2017 is as follows:

| Tuition Type | Description | Amount |
|-------------------|---|-------------|
| Full-Day 5 | Your child is enrolled for full-days (5 or more hours per day) Monday through Friday. | \$43.00/day |
| Full-Day 2-4 | Your child is enrolled for full-days (5 or more hours per day) for two to four days each week. | \$45.00/day |
| Hourly (Part-Day) | Your child is enrolled for consecutive hourly blocks (fewer than five hours per day) for two to five days per week. | \$8.60/hour |

- 7.2. **Minimum weekly enrollment is two days.** **Minimum daily enrollment is three consecutive hours.** Children are enrolled in 15 minute increments. To maintain legal and appropriate staff to child ratios, please do not drop your child off before, or pick up after, our schedule arrival and departure times.
- 7.3. A \$50.00 per family non-refundable enrollment/reservation fee is charged to each family upon initial admittance to the Center.
- 7.4. A \$25 per family non-refundable Fall Semester continuing enrollment/reservation fee is charged to each continuing family prior to the start of each Fall Semester.

8. Extra Hours.

- 8.1. If you would like to have your child attend the Center for extra days or hours beyond those originally enrolled for, please complete an *Extra Hours Request* form (located near parent pockets) and give it to your child's Teacher or the Center's Director. Extra Hours will be granted on a space-available basis and you will be billed separately for any hours used.

9. Continued Enrollment.

- 9.1. *Applications for Enrollment* (blue form) will be distributed toward the end of each semester for the upcoming semester. Please return your completed application by the stated deadline to reserve your child's space for the following term. Applications received after the due date will be processed on a space-available basis. You may also submit applications on-line through our website.
- 9.2. Please note that you may be unable to continue enrollment if policies are not being followed or if you have an overdue balance until the balance has been paid in full.
- 9.3. In addition to the *Application for Enrollment*, other forms may also be given to you to complete to continue your child's enrollment. Failure to submit required forms may result in disenrollment.

10. Delinquent Accounts.

- 10.1. Use of the Center may be denied if payments are not made by stated due dates.
- 10.2. Individuals with delinquent College accounts are placed on the College's Financial Hold list and are unable to register for classes, receive grades, or receive transcripts until their account is paid.
- 10.3. **At the College's discretion, accounts with a balance due at the conclusion of a semester may be turned over to the College's collection agency for collection.**

11. Returned Check Fee.

- 11.1. Kishwaukee College assesses a fee for all checks returned for insufficient funds. Additional College penalties may also be invoked such as no longer being able to write checks to KC.

12. Late Pick-Up Fees and Overtime Pick-Up Fees.

- 12.1. The Center closes promptly at 5:15 p.m. If your child is at the Center beyond 5:15 p.m., you may be assessed a late pick-up fee. You may be charged \$5.00 if you are between 3 and 15 minutes late and \$5.00 for each additional 15 minutes. A pattern of late pick-up may result in cancellation of your child's enrollment.
- 12.2. If your child is picked-up after their scheduled departure time (prior to 5:15 closing time), you may be assessed \$2.50 per 15 minutes overtime fee.

13. Final Exam Week.

- 13.1. Parents attending classes at Kishwaukee College may need an altered schedule during semester exams. The Center Director will distribute a *Final's Week Schedule* form to student parents approximately two weeks before the beginning of exams.
- 13.2. If you are a **self-pay** customer and request a different schedule and return your completed form by the stated due date, your tuition will be adjusted accordingly. To receive a tuition deduction, you **MUST** return your change request by the stated due date. (Per Illinois Department of Human Service's policy, co-payments for financial assistance parents may not be reduced if a child starts or ends care during a month. The full-month's co-payment must be assessed.)
- 13.3. If you do request a schedule change, your tuition will remain as stated on your *Schedule*.

14. Income Tax Information.

- 14.1. Upon request, the Early Childhood Center is able to provide a year-end statement summarizing payments made during the previous calendar year. If you would like a statement, please provide the ECC's Director with 3-days advance notice to allow time for generating the statement. The College's Tax ID number (F.E.I.N) is: 36-2610920.

15. Extended Absences.

- 15.1. If your child is absent for an extended period of time due to illness, family emergency, or vacation: the following policies apply: First week of absence—100% tuition payment required; Second week of absence—75% tuition payment required; Third and following weeks—50% tuition payment required.

16. Request for a Late Start.

- 16.1. Should a parent request a start date after the Center's semester start date (because their child hasn't turned two yet, for example), the following options are available to the parent: the parent may pay 75% tuition to hold the space available for their child or the parent may take the chance that space will be available when they need it and contact the Center two weeks before their desired start date to check availability.

17. Changes in Policies.

- 17.1. ECC customers will be provided with at least two weeks' notice when changes in policies are necessary.

Additional Policies Applying to Families Receiving 4-C Financial Assistance

(All Policies stated above apply to both private pay parents and parents receiving financial assistance; the following Policies pertain only to families receiving Community Coordinated Child Care (4-C) financial assistance)

18. Applying For Childcare Financial Assistance.

- 18.1. It is the parent's responsibility to complete all necessary forms and follow all steps involved in securing 4-C financial assistance. The Center's Director is willing to assist in the application process and is available to complete all "provider" portions of application forms. Please contact the Center for help in applying for financial assistance.

19. Maintaining Eligibility.

- 19.1. Once approved for funding, it is the parent's responsibility to maintain funding by completing all re-determination requirements (submitting grades, class schedules, paychecks, etc.).
- 19.2. If you receive approval for fewer days or hours than you use care at the ECC, the ECC will bill you for the difference. For example, if you are approved for two days, yet bring your child three days per week, you will be billed for the additional day not covered by your subsidy approval.
- 19.3. If you allow your funding to lapse or if it is cancelled for any reason, **you will be personally responsible for tuition expenses resulting from your child's enrollment at the Center. You will be billed at the Center's current Tuition Rates.**

20. Parent Co-Payments.

- 20.1. Parents receiving 4-C assistance are required to make weekly Parent Co-Payments (as determined by 4-C). This amount is billed on the "Tuition Payment Schedule and Enrollment Agreement" and "Payment Plan Statement." Late Payment Penalties described above also apply to Parent Co-Payments.

21. Attendance.

- 21.1. Children whose enrollment is paid for through childcare financial assistance are required to attend a minimum of 80% of the days for which they are enrolled each month. (The Center is paid in full only if your child has good attendance.)
- 21.2. If your child attends less than 80% of their enrolled days during a month, the Early Childhood Center then stands to lose payment for the days when your child was absent. The Early Childhood Center requires full payment for all enrolled days for all families.
- 21.3. **If your child has poor attendance, causing the Center to lose payment, then the Center reserves the right to bill you the difference for the amount lost.**
- 21.4. If poor attendance continues, enrollment may be discontinued by the Center and/or your funding agency.
- 21.5. **Please call the Center if your child will be absent. The Center is required to provide reasons for children's absences when submitting monthly reports to 4-C.**

22. Appropriate Use of Funding.

- 22.1. Childcare financial assistance is provided to help parents pay for childcare while they are involved in approved activities such as attending classes or working. The Center requests that you only bring your child to the Center when you are involved in the activities that you were approved for. Please do not bring your child to the Center if you are taking the day off from work or not attending your class on a particular day. If you would like your child to attend on such an occasion, you can request to be "self-pay" on that day.