



Early Childhood Center Community/Employee Enrollment and Fee Policies

The Jefferson College Early Childhood Center is state licensed and Missouri Accredited to accept children 24 months through 12 years of age. All required forms must be completed and on file at the Center, and the registration/re-enrollment fee paid prior to attendance. ***Please read the fee policies and procedures carefully.*** If you have questions please ask for clarification from Center office personnel.

Enrollment Fee-A \$75.00 per child, non-refundable fee is required for new and re-enrolling families.

NO REFUNDS OR CREDITS FOR ABSENCES or FOR DAYS WHEN COLLEGE CLASSES ARE NOT IN SESSION.

Tuition charges include all holidays observed by the college. Exception: The Center is closed approximately 7 to 11 working days during the winter break (to be announced during the Fall Semester). Except for the Christmas and New Year's holiday, there will be no charges when the center is closed during winter break. Center closings are listed in the Family Handbook and will be posted on the front door, on the sign-in computer, and noted in newsletters. The *no refund or credit* policy applies to emergency closings and inclement weather closings.

The Center is open occasionally when college classes are not in session (ex: Spring Break, District Music Contest, breaks between semesters, etc.).

Vacation Credit –Vacation credit equal to one week of tuition will be credited to the account following 26 weeks of **FULL-TIME**, consecutive, paid enrollment. Full-time is considered full week, full-day enrollment and does not apply to school age enrollment. This credit will not be applied if childcare services are denied due to late payment or if there is an outstanding balance when it is time for the credit to be applied.

FACULTY- Finals Week – Semester fees extend through the full week of Finals. It will be assumed that this is the last week of attendance unless a new schedule is submitted or unless the faculty member indicates on-going enrollment on the schedule form that was submitted with the enrollment packet.

Withdrawal-A minimum of one full week's written notice (Monday through Friday), must be submitted to Center office personnel when withdrawing a child from the program. Billing can extend two weeks beyond last date of attendance, without proper notice. Withdrawals are not accepted by telephone.

Billing/Payment- Families are expected to **pre-pay** for childcare services by noon on Tuesday of each week in which services are provided.

Payment Locations/Options:

- Money Order or check can be left in *drop box* locations (Early Childhood Center, ATS Classroom).
- Mail check or money order to: Attn: Cashier, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050.
- Online at www.jeffco.edu, access through the MyJeffco account.

- Please include the college identification (V) number on your check.
- Use black or blue ink when writing checks.
- All returned checks incur a \$30.00 returned check fee.
- Credit/Debit card payments for childcare charges are only accepted online and an additional convenience fee of 2.75% (minimum \$3.00 fee) will be assessed. Online Electronic Check payments will not incur any additional fees. Credit or debit cards are not accepted via telephone or at the Cashier's window.

Checks are made payable to *Jefferson College*. Weekly bills are not provided to families unless there are additional accrued charges such as late fees, failed sign in/out's, or outstanding charges. The weekly childcare fee is provided to families at the beginning of the semester. This is the amount that the family is responsible to pre-pay weekly.

The semester fee can be pre-paid in full, on a monthly or weekly basis. Refunds for early withdrawal will be pro-rated, based on the percentage of the month used, if the month was pre-paid in full. Payment for the first week is expected in the Business Office prior to, or on the first date of attendance.

Overdue accounts are subject to termination of childcare services. To continue receiving services, past due charges must be paid in full, to include time not attending, and a deposit equal to one week of tuition will be required. When services are denied due to non-payment, a paid receipt from the Cashier must be provided to childcare staff upon returning. *Jefferson College reserves the right to charge a late payment penalty fee.*

Secure Door Access-An initial, a one-time fee of \$10.00 per key fob (maximum two per family) will be added to the following weeks child care account. The cost is \$10.00 to replace a lost fob. A \$5.00 *reminder* fee will applied to the account for every third time a fob holder must be buzzed in to the building. *See Secure Door Access Policy in Family Handbook.*

Late Fees- Late pick ups will be billed a \$10.00 fee (per child) for each 10 minutes (or any portion thereof) past 5:30 p.m. This fee must be paid prior to the child's next day of attendance.

Failed Sign In/Out-Family members failing to sign in or out on either the classroom sheet or the computer will initially be given a written reminder of the policy. Any day, thereafter in which there is a failed sign in/out, a \$2.00 charge per child will be assessed. See, "Arrival and Departure" in Family Handbook.

School Age (Before and After School)-School age children regularly scheduled for the A.M. session will attend at the reduced "currently enrolled" rate when their school has an "early out". The regular weekly before-school charge also apply.

School age children regularly scheduled for the P.M. session will attend at the overtime fee of \$4.00 per hour when their school has an "early out". The regular weekly after-school charge will still apply.

For scheduled school closings, the reduced rate "currently scheduled" rate will apply in addition to the weekly before and/or after school charges. *See fee schedule for details.*

DSS Childcare Assistance-The Center accepts families eligible for Mo. Dept. of Social Services (DSS) child care assistance. The DSS childcare subsidy is a program available to parents meeting the income eligibility guidelines. To find out if you are eligible for childcare assistance, contact the DSS Childcare Division at 636-797-9601.

Eligible families are responsible for completing sign in sheets daily as required by DSS and are required to pay all childcare charges not covered by DSS.