



Financial Handbook

August 2026 – August 2027

Published January 2026

CALVARY CHILD DEVELOPMENT CENTER

A Ministry of Calvary Church

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CALVARYCDC.COM

GENERAL INFORMATION

Calvary Child Development Center is a non-profit ministry of Calvary Church. We strive to provide the highest quality preschool programs for children **ages 12 months through five years**. This publication covers the tuition and fees policies and procedures for the Center.

Overview

Welcome to the Calvary Child Development Center family! This handbook provides the financial information and policies for the Center, including tuition and fees for:

- **Full Day Preschool** (pages 4–5)
- **Half Day Preschool** (pages 6–7)

Annual Tuition & Fees

All charges shall be due and payable in accordance with the terms and policies as stated in this CCDC Financial Handbook. **CCDC reserves the right to revise tuition and fee rates at any time.** Parents will be notified prior to rate increases.

Online Tuition Payments — REQUIRED

We require all tuition payments to be made using **recurring automatic drafts** through our secure online payment system. Payments may be drafted from a **bank account, debit card, or credit card**. Tuition payments are charged **MONTHLY for Half Day Preschool** and **WEEKLY for Full Day Preschool**.

Enrollment Fee

The enrollment fee of \$100 is due at the time of enrollment for every student each school year. This fee is not credited toward tuition and is **non-refundable**.

Annual Enrollment Expectations

Students are expected to be enrolled for the entire school year. **Full Day** students are enrolled from August to August. **Half Day** students are enrolled for the traditional school year as per the CCDC Calendar (usually August–May/June). **You are responsible for the entire tuition for the enrollment period.**

- **Full Day tuition is quoted on a 53-week installment schedule** (Aug–Aug).
- **Half Day tuition is quoted on a 10-month installment schedule** (Aug–May).

Attendance

Tuition for our programs is **based on enrollment, NOT the number of days that a student attends** each week or month. No reductions or credits are given for **days a student misses FOR ANY REASON**, including but not limited to absence, illness, vacations, holidays, weather, family events, or emergencies.

Withdrawals

Should you need to withdraw your student for any reason during the school year, a **written notice to the CCDC office is required at least 30 days prior** to the withdrawal date. **You are responsible for tuition and fees for 30 days beyond the date the office receives notification**, regardless of the child's last day in attendance.

Delinquent Accounts

A student will NOT be permitted to **attend** our program if ANY tuition, fees, or other charges are delinquent on the account. **Delinquent is defined as 30 days past due** the standard tuition due dates or as stated on an invoice. A student will NOT be **re-enrolled** in our program unless ALL tuition, fees, and other account charges are current.

Calendar & Holidays

Our programs operate according to the **CCDC School Year Calendar**. The calendar is included in the CCDC Parent Handbook and posted online at ***calvarycdc.com/calendar***. Calendars are subject to change. Parents will be notified of revisions.

Damage & Loss of Personal Items

CCDC is not financially responsible for damages to or loss of any personal property.

Key Fobs

CCDC uses a secure entry system. Replacement fee for a lost key fob is \$10. You may purchase additional fobs for \$10 each.

FULL DAY PRESCHOOL

Full Day Program Hours

All Programs **7:30 AM–5:30 PM**

Enrollment Fee

\$100 per child

The enrollment fee is due at the time of enrollment for every student each school year. This fee is separate from tuition and is **non-refundable**.

Full Day Tuition Rates

Full Day Preschool is a year-round program. For your convenience, tuition totals are referenced in terms of **53 weekly installments** (August – August) as listed below. There are no tuition discounts for siblings.

Toddlers — *Child must be 12 months of age by August 31, 2026*
5 day/wk (M–F) \$412 / per week \$21,836

2s Class — *Child must be age 2 by August 31, 2026*
5 day/wk (M–F) \$412 / per week \$21,836

3s Class — *Child must be age 3 by August 31, 2026
and fully toilet trained**
5 day/wk (M–F) \$392 / per week \$20,776

4s Class — *Child must be age 4 by August 31, 2026*
5 day/wk (M–F) \$392 / per week \$20,776

Transitional Kindergarten — *Child must be age 5 by August 31, 2026*
5 day/wk (M–F) \$392 / per week \$20,776

**Children in our 3s program MUST be fully toilet trained. They must be able to indicate their needs verbally and no longer wear pull-ups. Children who are not toilet trained will be required to take a two-week leave of absence to be trained at home. Full tuition is required during this leave.*

Full Day Tuition Payments

We REQUIRE weekly tuition payments to be made using scheduled, recurring online automatic drafts **beginning August 17, 2026.**

Due Dates & Late Fees

A **\$50 late fee** will be charged if a scheduled payment is returned or unprocessed by your bank. If your account becomes delinquent, your child will not be permitted to attend the program until your account is current.

Lunch & Snacks Provided

A hot, healthy lunch and two snacks per day are INCLUDED in the Full Day program. Monthly menus are posted at [**calvarycdc.com/menu**](http://calvarycdc.com/menu).

Late Pick-up Fee

A **\$50 LATE FEE** will be charged each time a child is picked up after 5:30 PM. Late fees will be billed to your online tuition account.

HALF DAY PRESCHOOL

Half Day Program Hours

Ages 2, 3, 4	9:00 AM–1:00 PM	
Transitional Kindergarten	M–Th	8:30 AM–2:15 PM
	Fri	8:30 AM–1:00 PM

Enrollment Fee

\$100 per child

The enrollment fee is due at the time of enrollment for every student each school year. This fee is separate from tuition and is **non-refundable**.

Half Day Tuition Rates

Half Day Preschool is a traditional school-year program. Annual tuition totals are referenced in terms of **10 monthly installments** (August – May) as listed below. There are no tuition discounts for siblings.

2s Class — *Child must be age 2 by August 31, 2026*

5 day/wk (M–F)	\$592 / 10 installments	\$5,920
3 day/wk (MWF)	\$382 / 10 installments	\$3,820
2 day/wk (TTH)	\$282 / 10 installments	\$2,820

3s Class — *Child must be age 3 by August 31, 2026 and fully toilet trained**

4 day/wk (M–TH)	\$484 / 10 installments	\$4,840
5 day/wk (M–F)	\$592 / 10 installments	\$5,920

4s Class — *Child must be age 4 by August 31, 2026*

5 day/wk (M–F)	\$592 / 10 installments	\$5,920
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Transitional Kindergarten — *Child must be age 5 by August 31, 2026*

5 day/wk (M–F)	\$802 / 10 installments	\$8,020
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**Children in our 3s program MUST be fully toilet trained. They must be able to indicate their needs verbally and no longer wear pull-ups. Children who are not toilet trained will be required to take a two-week leave of absence to be trained at home. Full tuition is required during this leave.*

Half Day Tuition Payments

We REQUIRE monthly tuition payments to be made using scheduled, recurring online automatic drafts **beginning August 17, 2026.**

Due Dates & Late Fees

After August 17, Half Day Preschool tuition payments are **DUE on the 1st day of each month.**

A **\$50 late fee** will be charged if a scheduled payment is returned or unprocessed by your bank. If your account becomes delinquent, your child will not be permitted to attend the program until your account is current.

Lunch From Home

Children must bring lunch from home. Please see the CCDC Parent Handbook for lunch requirements at the Center.

Late Pick-up Fee

Half Day Preschool ends each day as listed on page 6. A **\$50 LATE FEE** will be charged each time a child is picked up after the stated ending time. Late fees will be billed to your online tuition account.

CENTER POLICIES

NOTICE of Student Nondiscriminatory Policy

Calvary Child Development Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

DIRECTOR DISCRETION Regarding Continued Enrollment

After your child has been in attendance in our program for one month, he/she will be assessed by our Director and Staff to determine if Calvary Child Development Center is the best fit for your child and his/her individual needs. At the conclusion of this assessment, the Director shall have the right to determine whether continued enrollment at the CCDC is appropriate for your child. In the event the Director determines that Calvary is not the appropriate program for your child, she will recommend other options or placements for your child and the Contract of Enrollment will be terminated. The decision to terminate enrollment shall be at the sole discretion of the Director and will be communicated to you.

The Director also reserves the right to deny admittance or to revoke or suspend enrollment of a child, at her discretion, for reasons including, but not limited to, the following:

- **Non-payment of tuition and fees**
- **Inability to provide the school with full required medical records and any other required documentation for Medical Actions Plans and Medication Forms**
- **Lack of immunizations**
- **Child's repeated disruptive behavior**
- **Child's violent behavior, including biting, hitting, and scratching**
- **Lack of cooperation with Center staff by student or parents**
- **Developmental or health needs of the child which, in the discretion of the Director, cannot be met at Calvary Child Development Center within its existing structure or procedures**
- **Temporary health needs, conditions, or periods of recuperation which the Director determines would require a leave of absence until resolved**