



Calvary
Child Development Center

Financial Handbook 2021 – 2022

**Daycare & Preschool Programs
August 2021 – August 2022 School Year**

Updated 8/11/2021

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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 and Daycare programs for children ages six 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 rates for our **Preschool (pages 4–5)** and **Daycare (pages 6–7)** programs.

Online Payments

All payments must be made using our secure online payment system, **HeadMaster Online**, at calvarycdc.com/onlinepay.

During enrollment, you will receive an email containing a link to your account via the **primary email address** on file in the CCDC billing system. This email will include a **username** and **password** for access to your account. Here you will make all payments and set up recurring tuition payments using your credit card or bank account information. Contact our Business Office at 704.887.3677 with questions.

Annual Preschool/Daycare 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.

Enrollment Fee

The enrollment fee is to be paid at the time of enrollment. This fee is **NOT credited toward tuition** and is **non-refundable**.

Health & Sanitation Fee

There is an **ANNUAL FEE** of **\$100 per Preschool child** and **\$120 per Daycare child** to help offset the expense of sanitizing our facility. You will be invoiced in August; please pay through the online payment portal.

Assignment Change Fee

Any parent-initiated changes to a child's classroom assignment after August 6, 2021 will incur a \$50 service fee.

Annual Enrollment Expectations

Students are expected to be enrolled for the entire school year. **Daycare** students are enrolled from August to August. **Preschool** students are enrolled for the school year as per the CCDC calendar (usually August–May). **You will be responsible for the entire tuition for the enrollment period.**

For your convenience, Preschool tuition is quoted on a ***per month, 10–payment schedule***. Daycare tuition is quoted on a ***per week, 52–payment schedule***.

Withdrawals

Should you need to withdraw your student for any reason during the school year, a **written notice to the Business 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 Business Office receives notification, regardless of the child’s last day in attendance.

If you withdraw your child during the school year and plan to re-enroll him/her at a later date within the same year, there will be a **\$250 re-enrollment fee**. We do not guarantee or hold space for such re-enrollment.

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 \$25.

Delinquent Accounts

A student will not be permitted to continue or re-enroll in our program if any tuition, fees, or other charges are **delinquent—30 days past due**.

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.

Attendance & Center Closures

Tuition for our programs is **based on annual 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.

Should the Center close partially or fully for COVID-related or other unscheduled reasons, the Business Office will notify affected families of any tuition considerations that may apply. In some instances, it may be necessary for full or partial tuition payment to continue to maintain student enrollment in the program.

PRESCHOOL PROGRAMS

Preschool Hours

Preschool for Ages 2, 3, 4	9:00 AM–1:00 PM
Transitional Kindergarten (Half Day)	8:00 AM–1:00 PM
Kindergarten (Half Day)	8:00 AM–1:00 PM

Enrollment Fees

\$275	for 1 st child in family
\$225	for 2 nd child in family
\$75	for 3 rd child in family

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.

Preschool Tuition

Preschool is a school-year program. For your convenience, **annual tuition totals** are referenced in terms of **10 monthly payments (August – May)** as listed below. There are no tuition discounts for siblings.

2s Class — Must be age 2 by August 31, 2021

4 day/wk (T–F)	\$480/month
5 day/wk (M–F)	\$535/month

3s Class — Must be age 3 by August 31, 2021 and fully toilet trained by August 1, 2021

4 day/wk (T–F)	\$510/month
5 day/wk (M–F)	\$538/month

4s Class — Must be age 4 by August 31, 2021

4 day/wk (T–F)	\$515/month
5 day/wk (M–F)	\$554/month

5s Class — Must be age 5 by August 31, 2021

Transitional K (Half Day)	(M–F)	\$660/month
Kindergarten (Half Day)	(M–F)	\$660/month

TK & Kindergarten (Half-Day) Reservation Deposit

We require a **non-refundable, non-transferable Reservation Deposit DUE by June 1, 2021** from students enrolling in Kindergarten or TK:

Transitional Kindergarten	\$660/one month tuition
Kindergarten	\$660/one month tuition

This reservation deposit will become **your August tuition** for the school year. If we do not receive your deposit through our online payment portal by June 1, 2021, your child's spot in the program will be forfeited.

Preschool Monthly Tuition Payments

Monthly tuition payments must be made using our secure online payment system, HeadMaster Online, at calvarycdc.com/onlinepay. Please set up automatic recurring monthly payments. Questions? Please contact our Business Office at 704.887.3677.

Preschool Due Dates & Late Fees

Preschool tuition payments are **DUE on the 1st** day of each month. A **\$35 late fee** will be applied to any account 15 days past due. Accounts with an outstanding balance **30 days past due are considered delinquent**. Please contact the Business Office with questions about your account.

Preschool Lunch

A hot, healthy lunch is available each day at the Center. Monthly menus are posted at calvarycdc.com/menu. Lunch includes milk. **Lunch cost is \$4 per day.**

Children may bring lunch from home in a lunch box; glass bottles or containers are NOT allowed. Milk may be purchased to go with lunches brought from home. **Milk cost is 30¢.**

Parents must purchase lunch and milk credits online through the **HeadMaster Lunch** program within the CCDC payment portal at calvarycdc.com/onlinepay. Lunch and milk payments will NOT be handled in person via cash. See details at calvarycdc.com/lunch.

Preschool Late Pick-up Fees

Preschool hours are 9:00AM to 1:00PM. **LATE FEES** will be charged as follows:

\$50	Child pick-up between 1:10–1:30 PM
\$75	Child pick-up between 1:30–2:00 PM

Late fees will be added to your monthly tuition and are **DUE with your next regularly scheduled payment.**

DAYCARE PROGRAM

Daycare Hours

Daycare	8:00 AM–5:00 PM, Monday–Friday
Extended Care Option*	7:00–8:00 AM & 5:00–5:30 PM, Monday–Friday

Enrollment Fees

\$275	for 1 st child in family	<i>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.</i>
\$225	for 2 nd child in family	
\$75	for 3 rd child in family	

Daycare Tuition

Daycare is a full-year program. For your convenience, **annual tuition totals** are referenced in terms of **52 weekly payments (August through August)** as listed below. There are no tuition discounts for siblings.

Infant & Toddler — Must be 6 to 23 months of age by August 31, 2021

5 day/wk (M–F) \$350/per week

2s Class — Must be age 2 by August 31, 2021

5 day/wk (M–F) \$325/per week

3s Class — Must be age 3 by August 31, 2021 and fully toilet trained by August 1, 2021

5 day/wk (M–F) \$325/per week

4s Class — Must be age 4 by August 31, 2021

5 day/wk (M–F) \$325/per week

Transitional Kindergarten (Full Day)

5 day/wk (M–F) \$340/per week

Kindergarten (Full Day)

5 day/wk (M–F) \$350/per week

Extended Care*

We offer our Daycare families an Extended Care option for those who need an earlier morning drop-off time and a later pick-up time. Spots are limited, and you must **commit to the full school year** to use this program.

Extended Care costs \$50 per week for one child per family. For families enrolling two or more children, the **discounted family rate is \$75 total per week**. There is no registration fee for Extended Care.

Like tuition, Extended Care is billed weekly and paid through your HeadMaster Online account. Any late fees will be added to your billing statement. Extended Care will **NOT be provided during Christmas Break**, December 20–31, 2021, **and Spring Break**, April 19–22, 2022. You will not be billed for these weeks.

TK & Kindergarten (Full Day) Reservation Deposit

We require a **non-refundable, non-transferable Reservation Deposit DUE by June 1, 2021** from students enrolling in Daycare TK or Kindergarten:

Transitional Kindergarten	\$680/two weeks tuition
Kindergarten	\$700/two weeks tuition

This reservation deposit will become **two of your weekly tuition payments** in August for the school year. If we do not receive your deposit through our online payment portal by June 1, 2021, your child’s spot in the program will be forfeited.

Daycare Weekly Tuition Payments

Weekly tuition payments must be made using our secure online payment system, HeadMaster Online, at calvarycdc.com/onlinepay. Please set up automatic recurring weekly payments. Questions? Contact our Business Office at 704.887.3677.

Daycare Tuition Due Dates & Late Fees

Daycare tuition payments are **DUE by Friday of each week**. The full month’s tuition (4-weeks or 5-weeks) is due by the last Friday of each month. A **\$35 late fee** will be applied to any account 15 days past due. Accounts with an outstanding balance **30 days past due are considered delinquent**. Please contact the Business Office with questions about your account.

Daycare Lunch & Snacks

A hot, healthy lunch and two snacks per day are included in the Daycare program. Monthly menus are posted at calvarycdc.com/menu.

Daycare Crib & Cot Sheets

Crib and cot sheets may be purchased for \$12 each at the start of the school year.

Daycare & Extended Care Late Pick-up Fees

DAYCARE closes at 5:00 PM. **LATE FEES** will be charged per day:

\$50	Child pick-up between 5:10–5:30 PM
\$75	Child pick-up between 5:30–6:00 PM

EXTENDED CARE closes at 5:30 PM. **LATE FEES** will be charged per day:

\$50	Child pick-up between 5:40–6:00 PM
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Late fees will be added to your weekly tuition and are **DUE with your next regularly scheduled payment**.

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.

REQUIRED Medical Report/Immunization & Action Plans

The state requires that we have current medical forms on file for each child enrolled in CCDC. The **Children's Medical Report/Immunization** form must be submitted **by August 1, 2021**. If your child needs a **Medical Action Plan and/or medication**, those forms and medicines must be submitted **by August 1, 2021**. Children without required forms will be **excluded** from the Center.

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