



GRACE GARDEN CHRISTIAN PRESCHOOL

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November 28th, 2016

Dear Parents, Guardians and Teachers of Grace Garden Christian Preschool,

As you are all aware prop 106 was approved and as of January 1st minimum wages increases to \$10.00 per hour and by the year 2020 minimum wage will be at \$12.00 per hour. With these changes staff will be receiving increases. To support the new rates, we have done some price researching studies of other centers and found that we have some room for growth and also keeping competitive with our prices. We understand the current economic situation that we are all facing and still want to be affordable to our parents. Please take into consideration we have not had an increase since 2010. We want to be able to help our parents by keeping affordable and maintain quality care.

Having said all of the above and explained the situation, please consider this letter as our way of officially informing you that effective January 1st, 2017 we will be increasing our daily rates by \$3 per day (4/5 day contract) and \$3.33 per day (3 day contract) we have adjusted our rates accordingly. There are some savings paying monthly. We hope and pray that this increase will not be too much for you and thank you for understanding. Should you feel it necessary to talk to me, please do not hesitate to approach our office staff.

Please see the new price list attachment. New financial statement will need to be filled out to reflect the new changes. May God bless you all always!

Sincerely,

Catherine L. Thomson
Preschool Director

Xuan Zhang (Joanna)
Owner/Administrator



Tuition Price Sheet (Every 2 Weeks/Monthly)

Effective Date: Jan 1st 2017

FULL DAY

Age	1 st Child /5 Days	2 nd Child /5 Days	4 Days	3 Days	Hours
6 Weeks - 1 Year Old (Still Crawling)	\$495 Every 2 Weeks \$1065 Monthly	\$450 Every 2 Weeks \$975 Monthly	\$396 Every 2 Weeks \$852 Monthly	\$345 Every 2 Weeks \$745 Monthly	(No more than) 9 Hours + 1 Hour Travel
1 (Walking) - 2.5 Years Old OR NON Potty Trained	\$415 Every 2 Weeks \$895 Monthly	\$370 Every 2 Weeks \$800 Monthly	\$332 Every 2 Weeks \$716 Monthly	\$315 Every 2 Weeks \$680 Monthly	9 Hours + 1 Hour Travel
2.5 - 6 Years Old OR Fully Potty Trained	\$385 Every 2 Weeks \$830 Monthly	\$340 Every 2 Weeks \$735 Monthly	\$308 Every 2 Weeks \$664 Monthly	\$275 Every 2 Weeks \$595 Monthly	9 Hours + 1 Hour Travel

HALF DAY

Age	1 st Child /5 Days	4 Days	3 Days	Extra Day	Hours
6 Weeks - 1 Year Old (Still Crawling)	\$415 Every 2 Weeks \$895 Monthly	\$380 Every 2 Weeks \$820 Monthly	\$305 Every 2 Weeks \$660 Monthly	\$50 Per Unannounced Drop In	(No more than) 5 Hours.
1 (Walking) - 2.5 Years Old OR NON Potty Trained	\$335 Every 2 Weeks \$725 Monthly	\$310 Every 2 Weeks \$670 Monthly	\$275 Every 2 Weeks \$595 Monthly	\$50 Per Unannounced Drop In	5 Hours. 700AM-1200PM recommended
2.5 - 6 Years Old OR Fully Potty Trained	\$295 Every 2 Weeks \$635 Monthly	\$270 Every 2 Weeks \$585 Monthly	\$245 Every 2 Weeks \$530 Monthly	\$50 Per Unannounced Drop In	5 Hours. 700AM-1200PM recommended

Registration Fee: \$100 at the time of enrollment and is non-refundable.

Deposit: One week's full tuition per child is due before your child starts. The deposit is fully refundable with a **two weeks written notice**, or the deposit may be applied to your child's last week of tuition.

Payment Schedule & Options: Payments can be made every two weeks and is due on the 1st day of your child's school schedule but no later than Wednesday of each week. OR payments can be made monthly at the "monthly tuition" rate and is due on the 1st of every month. **PAYMENT METHOD: We prefer the "Tuition Express Automatic Method" but do accept cash or check.**

Late Pick Up Charges: Full Day Program, after 630PM, a \$10 fee for every 5-15 minutes late will be charged. Half Day Morning Program, after 1230PM, a \$10 fee for every 5 late will be charged. **Our Program runs from 6:30am – 6:30pm**

Payment Regulations:

*A **penalty fee of \$30** will be applied for any returned payments. After two bounced checks, you will no longer be allowed to pay via personal check(s), cash will be required.

*A **late fee of \$5 per day** will be added for EVERY payment received after Wednesday for each week that you are behind, or after the 3rd of each month for monthly payments.

*We will only allow 3 post dated checks per year to be left here at the school. Post dated checks can only be dated for 1 week out from your due date.

*Discounts for the following tuition paid in full in advance: 5% discount for 26 weeks/6 months, 7.5% discount for 40 weeks/10 months, or 10% discount for 52 weeks/12 month.



School Holidays:

New Year's Day (Jan.)	Fourth of July (July)
Martin Luther King's Birthday (Jan.)	Labor Day (Sept.)
President's Day (Feb.)	Columbus Day (Oct.)
Good Friday (Apr.)	Veteran's Day (Nov.)
Memorial Day (May)	Thanksgiving Day and the Day After (Nov.)
Christmas Eve and Christmas Day (Dec)	

The school is closed on the above holidays. If a holiday falls on a weekend, we will use the closest weekday to use for observation. For example, if "Labor Day" falls on a Saturday, we will use the Friday before and close the school. There is no reduction of tuition for these holidays.

Absence, Sick Policy, Vacation:



***Absence:** If your child is absent for any reason, your tuition is still due in full and payable. This helps make things more secure and stable with our staff and helps keep our turnover rate low. We do not send our teachers home when the classrooms are low in numbers. If you are planning any absences, a written notice would be greatly appreciated.

***Sick Policy:** At the sign of any colored discharge, throwing up, rash, diarrhea or fever, your child will need to be picked up from school. If a child is running a fever, they **must be fever free without medication for 24 hours before returning to school.** We will now be only administering medication to those children with asthma, allergy epi-pens for emergency only and to those children in room 1 & 2 that are teething with a Doctor's note stating this fact. We have a "Nit Free" Standard.

***Vacation:** You must complete a full year's cycle, (Start Date) to receive 1 FREE week to use, with a ONE WEEK WRITEN NOTICE. Should you take more than your one free week of vacation, tuition is still due in full in order to hold your child's spot. We are a 100% for profit center with no over head help; all monies to run our facility come from our clientele.

Withdrawal Policy: In the case of a complete withdrawal from GGCP, a two weeks written notice is required in order to receive your deposit back. Should no notice be given or the notice is less than a full week, you will not receive any part of your deposit refunded.

Tuition Increase Notice: If there is any tuition increase, parents will be notified by the school at least *one month in advance*.

DES Support: We are a DES approved school. If your child is receiving DES support, computation of tuition will be based on the daily rate, same as the DES computation.

Meals/Snacks: We will provide your child with a morning snack, a hot lunch and an afternoon snack at no additional costs. **Exempt are Infants and those with special dietary needs.*