

December 31<sup>st</sup>, 2018

Dear Pre School Parents, Guardians and Teachers

Thank you for your trust and support. We certainly value and hope we can continue our relationship as we consider it an honor to have your child(ren) participate in our Early Childhood Education Facility. Grace Garden Christian Preschool has always been mindful of costs of raising a child, not to mention several. We have tried to keep fees low, while providing your children with a safe, regulated, educationally enriched program.

However, due to the minimum wage increase, we are having extra expenses on school supplies, food, insurance and almost all aspects. Therefore, we will need to raise our fees by \$0.5- \$1.25 per day. The new rates are listed on the attachment.

Another change is regarding to the registration fee. Moving forward, we will be no longer waiving the registration fee for returning families. If a child has been disenrolled for any reason, he/she has to repay the registration fee when he/she enrolls with us again.

The change will be effective on Feb 1<sup>st</sup>, 2019.

### **Tuition Assistance**

We would like to make sure that everyone knows that our center has four tuition assistance programs we take part in. Please inquire our office staff to get more information about anyone of them.

1. We accept DES childcare support program.
2. We offer a certain amount of Valley of the Sun Unite Way Scholarships(VSUWS)
3. We recently got approved to be a provider for Operation Military Child Care (OMCC) program, which is a reduced fee assistance program for **deployed** Service Members that are unable to obtain child care on a Military installation.
4. We are a partner with Salt River Pima Maricopa County Indian Community childcare assistance, which is focusing on assisting Native American people.

Thank you for your understanding. We look forward to another year with you and facilitating a love of learning to your child(ren).

Sincerely

Xuan Zhang- Owner/Administrator



# GRACE GARDEN CHRISTIAN PRESCHOOL

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## Tuition Price Sheet (Every 2 Weeks/Monthly)

Effective Date: Feb 1<sup>st</sup> 2019

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Age	1 <sup>st</sup> Child /5 Days	2 <sup>nd</sup> Child /5 Days	4 Days	3 Days	Hours
6 Weeks - 1 Year Old (Still Crawling)	\$510 Every 2 Weeks \$1100 Monthly	\$465 Every 2 Weeks \$1005 Monthly	\$410 Every 2 Weeks \$885 Monthly	\$355 Every 2 Weeks \$765 Monthly	(No more th 9 Hours + 1 H Travel
1 (Walking) - 2.5 Years Old  Or NON Potty Trained	\$435 Every 2 Weeks \$940 Monthly	\$385 Every 2 Weeks \$830 Monthly	\$350 Every 2 Weeks \$755 Monthly	\$325 Every 2 Weeks \$700 Monthly	9 Hours + 1 H Travel
2.5 - 6 Years Old Must Be In Potty Trained Room to Receive Rate	\$405 Every 2 Weeks \$875 Monthly	\$355 Every 2 Weeks \$765 Monthly	\$325 Every 2 Weeks \$700 Monthly	\$285 Every 2 Weeks \$615 Monthly	9 Hours + 1 H Travel

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Age	1 <sup>st</sup> Child /5 Days	4 Days	3 Days	Extra Day	Hours
6 Weeks - 1 Year Old (Still Crawling)	\$435 Every 2 Weeks \$940 Monthly	\$395 Every 2 Weeks \$855 Monthly	\$315 Every 2 Weeks \$680 Monthly	\$60 Per Unannounced Drop In	(No more th 5 Hours.
1 (Walking) - 2.5 Years Old  OR NON Potty Trained	\$355 Every 2 Weeks \$765 Monthly	\$325 Every 2 Weeks \$700 Monthly	\$285 Every 2 Weeks \$615 Monthly	\$55 Per Unannounced Drop In	5 Hours. 700AM-120 recommen
2.5 - 6 Years Old Must Be In Potty Trained Room to Receive Rate	\$315 Every 2 Weeks \$675 Monthly	\$285 Every 2 Weeks \$615 Monthly	\$255 Every 2 Weeks \$550 Monthly	\$50 Per Unannounced Drop In	5 Hours. 700AM-120 recommen

**Registration Fee:** \$100 at the time of enrollment and is non-refundable. (This includes returning families)

**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 1<sup>st</sup> 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 minutes late will be charged. **Our Program runs from 6:30am – 6:30pm (Room 1 till 6pm)**

**Payment Regulations:**

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

\*A **penalty fee of \$15** will be applied for **any** declined auto payments. Effective immediately.



**\*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 3<sup>rd</sup> 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.

\*10% Discount for one (1) month on any referrals that are with us for one (1) 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 administrating medication to those children with asthma, allergy epi-pens for emergency only. We have a "Nit Free" Policy (please see "Parent Handbook").



**\*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.***