

Mini University Financial Policies

Effective April 2019



Mini University has a long history of providing excellent early care and education to help young children arrive at Kindergarten ready to learn and succeed. Our goal is to continue to provide high quality early learning, and improve the pay, benefits and retention of our great Team. Our financial policies and Tuition rates fund our Team. All families, regardless of how they pay their tuition, support the Team. Welcome to our School Family!

1. Registration Fee: \$50/child is charged when a child enrolls, uses Backup Care for the first time, or is placed on the waiting list. \$50/child is also charged in the future if a child withdraws and wishes to re-enroll. All registration fees are non-refundable.

2. Tuition Deposit: All families are charged a Tuition Deposit of \$100/family before a child's first day. First Days are generally the first of each month, although some exceptions are made for enrollment on the 15th of the month. The Tuition Deposit assures Mini University parents are committed to enrolling their children. In the future, after the child has been enrolled for at least one year, if **THREE WEEKS WRITTEN NOTICE** is given prior to the family's last day, the Tuition Deposit is credited to the account. The Tuition Deposit is forfeited if the child has been enrolled for less than one year or three weeks written notice is not provided.

3. Monthly Tuition & 2020 Rate Increase : Mini University tuition is charged at all centers except Sinclair on the first of each month for the part time or full time schedule a family has selected. Tuition, CO-PAYS, Subsidies, Grants, and Discounts are never pro-rated for partial months. Families enrolling or withdrawing *during* the month are charged Daily Backup rates. **Monthly Discounts for Full Time (5FD) Infant, Toddler and Preschool schedules are available for private pay families with no other funding.** Tuition rates are set annually, and the next rate increase is expected to be January 2020.

Sinclair Monthly Rates & CO-PAYS cover 4 weeks and are charged on the 15th of the month:

Fall = August, September, October & November

Spring = January, February, March & April

4. Tuition Assistance & Funding Streams: There are a variety of funding streams to assist families with paying for quality child care and Preschool. Each source has a defined time period and each family accepts responsibility for paying the full tuition when alternate funding ends. For example: CCAMPIS Grants are available for WSU, Miami and Sinclair Pell-eligible students for fall and spring semesters. ODE Kindergarten Prep scholarships are awarded as a monthly credit from August-May. Preschool Promise funding is awarded as a monthly credit from August-July. MVH Subsidy is awarded as a monthly credit from June-May for eligible employees of Premier Health and Fidelity. NACCRRRA military reimbursement is processed on a monthly basis and applied to a family's account when the funding is received. See each application for additional information about any alternate funding.

5. Responsibility for Payment: By enrolling in a Mini University program, a family accepts financial responsibility for the full tuition charges and all fees. Maintaining eligibility and completing all required paperwork in a timely manner for subsidy, grants and public funding is the responsibility of each family. **Subsidy and grants may not be used to pay for any Backup Care.**

6. Extra Days: Children on part time schedules who need additional days are charged for a daily rate if space is available. Extra Day rates are due when care is provided and are: **\$75/day** for Infants/Toddlers and **\$60/day** for Preschool/Pre-K.

7. Late Fees: Avoid late fees by enrolling in **MyProcure** and paying electronically! **\$25.00** late fee is charged to any account not paid in full within one week of Tuition fees being charged. **Services will be discontinued within two weeks if payment has not been made in full.**

8. NSF Fees: There is a **\$30.00** charge for all **NSF checks**. There is a **\$10.00** charge for all **NSF ACH** transactions. Three occurrences in a one year period may result in disenrollment from the center.

9. Late Pick Up Fees: We appreciate those families who are respectful of our teachers and pick up their children before the center closes. All centers close no later than 6:00 p.m. and families must be out of the center by the posted center closing time or the following charges apply:

- ◆ **\$25.00 per child** is charged and due for each 15 minutes or fraction thereof the parent is late or still in the building after the center closes, up to 1 hour. The police are notified to pick up any child left at the center more than 1 hour after the center closes.
- ◆ No grace period is given and families are dis-enrolled if this occurs more than 3 times/year.
- ◆ **Late fees are the responsibility of all parents at the time of pickup or before dropping off the child on the next scheduled day.** No other agencies or grants may be charged late fees—they must be paid by the family.

10. Change of Schedule Request: If space is available, families may change their child's schedule, beginning on the first of the month by completing a "Change of Schedule Request" by the 15th of the prior month. If a change is approved, the new monthly rate will begin on the 1st of the month. Due to the center's waiting lists for some age groups, families should give as much advance notice as possible when a change of schedule is desired. Written approval/denial is provided to all requests.

Initials: _____

11. Flex Schedule Charge – Only available at the MVH CCC for PH Employees: Some PH employees need more flexibility in selecting their child’s schedule due to their own work schedule. Limited 2FD or 3FD spaces are available to PH families for Infants-3 year olds. **Flex is not an option for Pre-K due to the Pre-K Attendance Policy.** An additional fee is charged each month for a Flex Schedule. By the 15th of each month, Flex Families must submit a monthly calendar, identifying the specific 2-3 days/wk they need for the upcoming month. If the schedule changes after the 15th of the month, Backup rates are charged for any additional time or different dates requested if space is available.

12. Pre-K Attendance Policy: 8:30-11:30 AM is the daily minimum attendance. To help families establish good school attendance habits, all Pre-K children must arrive by 8:30 AM every day. If a child is absent, the family logs in to Tadpoles to report the absence or calls the center.

13. Family Referral Program: Refer another family and receive a generous gift card or tuition credit after the new family has been enrolled for a month! See the Program Administrator for more information, and **THANK YOU for referring your friends and family!**

14. Payment Methods: Tuition and all CO-PAYS for publicly funded families, is billed once/month. Upon enrollment, families select their method of payment. Options include automatic bank account authorization for electronic funds transfer (ACH), paying online by credit card and paying at the TOUCH clock-in device at all centers. Tuition Express (TE) provides families with the safest and most secure method of payment and gives families 24/7 access to account balance and payment history information. **Semi-monthly automatic ACH payment option is available only to families whose monthly tuition is over \$800.**

15. Holidays & Center Closing Schedule: Each center follows a holiday closing schedule aligned to the closing schedule of the sponsoring organization. Sinclair is only open during the Fall and Spring Academic semesters. **All centers are closed for six major holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.** Regular monthly tuition is charged, regardless of the number of days per month the center is open and regardless of the child’s attendance. **Each center also closes one day/year for professional development for our team.** This professional development day is often on a holiday, such as Columbus Day, Veterans Day or President’s Day, or the Friday of the state early childhood conference (generally scheduled in April). See the Program Administrator and read the newsletter and signs posted within the center for more information about the current year’s closing schedule.

Additional days centers are closed are:

- COUNTY:** Closed Martin Luther King Day, President’s Day, Columbus Day, Veterans Day, the day after Thanksgiving, and December 24, 2019-January 1, 2020.
- MIAMI:** Closed Martin Luther King Day, the day after Thanksgiving and December 24, 2019-January 1, 2020.
- SINCLAIR:** Follows Sinclair Community College Academic calendar for Fall and Spring Semester.
- VALLEY:** Closed the day after Thanksgiving. Limited spaces are available only to PH employees.
- WSU:** Closed Martin Luther King Day, Veterans Day, the day after Thanksgiving and December 24, 2019-January 1, 2020.

16. Monthly and Annual Statements: Families are encouraged to enroll in MyProcure, to receive 24/7 access to their account balance and payment history. Paying with Tuition Express also provides automated email receipts anytime a payment is made. Statements can be e-mailed to families upon request and end-of-year summary statements are emailed to all families in early January.

17. Notification of Withdrawal: We never want families to withdraw until their child is ready to go to Kindergarten. We value customer feedback and loyalty and appreciate the opportunity to resolve any concerns a family has. When at least **THREE WEEKS WRITTEN NOTICE is given, after a child has been enrolled for at least one year**, the Tuition Deposit is credited back to the family’s account. See the Program Administrator for paperwork and information about withdrawing. **If a family withdraws with less than three weeks notice, no refunds are given and the Tuition Deposit is forfeited.** If space is available and a family wishes to remain in the center during part of the next month, Backup fees are charged for these additional days. This policy also applies to newly enrolling families who pay the Tuition Deposit and then later decide not to enroll. Notice is still required **three weeks** prior to the start date.

I have read, understand, and agree to abide by the above stated policies.

Signature: _____ **Date:** _____

Administrator Signature: _____ **Date:** _____