



Mini University Financial Policies Effective May 2024

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 outstanding teachers. Our financial policies and tuition rates fund our teachers and all other Team members. We are grateful to our customers and appreciate that all families, regardless of how their tuition is paid, support us. Welcome to our School Family!

- 1. Registration Fee:** **\$75/child** is charged when a child enrolls, uses Backup Care for the first time, is placed on the waiting list, or 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. A child's first day is 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 families are committed to enrolling their children. In the future, after the child has been enrolled for at least one year, and **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 and/or three weeks written notice is not provided.
- 3. Monthly Tuition:** Mini University tuition is charged on the first of each month for the schedule a family has selected. Weekly Co-Pays are determined by the state and charged 4 or 5 times on the first of the month, based on the number of Mondays in the month. 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. Tuition rates are set annually. The most recent tuition increase was in May 2024. The next anticipated increase is 2026.
- 4. Tuition Assistance:** Families may qualify for assistance to help pay for childcare and Pre-K. Some assistance is awarded as a credit to the monthly billing and other assistance is applied when received. Families accept responsibility for paying the full tuition when any tuition assistance ends. For example: CCAMPIS Grants are available for Pell-eligible students at WSU, Miami, Sinclair and Hope Center for Families for fall and spring semesters. Preschool Promise and ECE Grant awards tuition assistance each month from July. Child Care Aware military reimbursement requests are processed on a monthly basis and applied to a family's account when the funding is received.
For families receiving Tuition Assistance from Preschool Promise, children must attend every day, unless he or she is ill. If the child's attendance is less than 60% of his or her scheduled service for two months, not necessarily consecutively, they will no longer be eligible for Tuition Assistance from Preschool Promise.
- 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 any tuition assistance including public funding is the responsibility of each family. Tuition assistance may not be used for Backup Care.
- 6. Payment Methods:** Tuition and/or Co-Pays are 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 their account balance and history. **An automatic ACH semi-monthly payment option is available to families whose monthly tuition is over \$800.**
- 7. Backup Care:** Children on part time schedules who need additional days are charged a daily rate if space is available. These fees are due when care is provided and rates are: **\$85/day** for Nursery/Toddlers and **\$75/day** for Pre-Kindergarten/School Age.
- 8. Late Fees:** Avoid late fees by enrolling in **MyProcure** and paying electronically! A **\$35.00** late fee is charged to any account not paid in full within one week of tuition being charged. **Services are discontinued within two weeks if payment has not been made in full.**

Initials: _____

9. 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.

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.

11. 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 family is late or still in the building after the center closes, up to 1 hour. The police are called to pick up any child left at the center more than 1 hour after closing.
- No grace period is given, and families are dis-enrolled if late pick-ups occur more than 3 times/year.
- **Late fees are the responsibility of all families at the time of pickup or before dropping off the child on the next scheduled day.** No tuition assistance is available for late fees.

12. Attendance Policy: ABC: Attendance – Breakfast – Consistent Routines

- Children thrive with consistent routines, so we encourage all families to arrive at the center by 8:30 every morning. Breakfast is served from 8:30 – 9:00am and attending every day will help your child learn the most at Mini University!

13. Absence Notification: We appreciate knowing when any child will be absent. All families can login into the Family Engagement app to report an absence or call the center.

14. Family Referral Program: Refer another family and receive a \$250 gift card or tuition credit after the new family has been enrolled for a month! See a center leader for more information. **THANK YOU for referring your friends and family!**

15. Holidays & Center Closing Schedule: Each center follows a holiday closing schedule aligned to the sponsoring organization. Regular monthly tuition is charged, regardless of the number of days per month the center is open and regardless of the child’s attendance because most of our teaching staff is paid on these days. **All centers are closed on the following major holidays: Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, New Year’s Day. The Hope Center for Families, Sinclair and WSU are also closed for Veterans Day.**

All centers are closed for Holiday Break: December 23, 2024 – December 27, 2024

All centers will close August 5 – 9, 2024 for Teacher Inservice Week.

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 statements are emailed to all families in early January.

17. Notification of Withdrawal: We never want a family to withdraw until their child is ready to go to Kindergarten. We value customer feedback and loyalty and appreciate the opportunity to resolve any family concerns. After a child has been enrolled for at least one year and at least **THREE WEEKS WRITTEN NOTICE** is given, the Tuition Deposit is credited back to the family’s account. See the Director 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, daily rates are charged for these 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** in advance.

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

Signature: _____ **Date:** _____

Center Leader Signature: _____ **Date:** _____