



# Mini University Financial Policies

Effective January 2026

Mini University has a long history of providing excellent early care and education that helps children arrive at kindergarten ready to learn and succeed. Our goal is to keep that quality high while improving the pay, benefits, and retention of our outstanding teachers. Your tuition goes directly into the people who care for your child every day — their wages, their benefits, and the training that keeps them here — along with the meals, materials, and safe spaces that make our classrooms what they are. However your tuition is paid, your family makes that possible, and we are grateful for it. **Welcome to our School Family!**

- 1. Registration Fee: \$75 per child**, charged when a child enrolls, uses Backup Care for the first time, is placed on the waiting list, or withdraws and later wishes to re-enroll. All registration fees are non-refundable.
- 2. Tuition Deposit:** Every family pays a Tuition Deposit of **\$100 per family** before their child's first day. A child's first day is generally the first of the month, though exceptions are sometimes made for a start on the 15th. The deposit confirms your family's commitment to enrolling. Once your child has been enrolled for at least one year and three weeks' written notice is given before their last day, the deposit is credited back to your account. The deposit is forfeited if your child has been enrolled less than one year, or if three weeks' written notice is not provided. **Because the deposit is held per family rather than per child, it stays on your account while any sibling remains enrolled, and is credited or refunded only when your last child leaves the program.**
- 3. Monthly Tuition:** Tuition is charged on the first of each month for the schedule your family selected. Weekly Co-Pays are set by the state and charged 4 or 5 times on the first of the month, based on the number of Mondays. Tuition, Co-Pays, subsidies, grants, and discounts are never pro-rated for partial months. Families enrolling or withdrawing mid-month are charged Daily Backup rates. **Tuition rates typically increase every two years.** Our last increase was February 2026, and the next is anticipated in January 2028. We give families as much notice as we can before any change takes effect.
- 4. Tuition Assistance:** Families may qualify for assistance with child care and Pre-K costs. Some assistance is credited to your monthly bill; other assistance is applied when we receive it. When any tuition assistance ends, your family is responsible for the full tuition. For example: CCAMPIS grants are available to Pell-eligible students at Miami, Sinclair, and Hope Center for Families for fall and spring semesters. Preschool Promise and the Ohio Preschool Program (OPP, formerly the ECE Grant) award assistance monthly beginning in July. Child Care Aware military reimbursement requests are processed monthly and applied to your account when the funding is received. **Some funding sources carry attendance requirements — see the Attendance Policy (#12).**
- 5. Responsibility for Payment:** By enrolling in a Mini University program, your family accepts financial responsibility for the full tuition charges and all fees. Maintaining eligibility and completing all required paperwork on time — including for public funding — is each family's responsibility. Tuition assistance may not be used for Backup Care.
- 6. Payment Methods:** Tuition and Co-Pays are billed once a month. At enrollment, families choose a payment method. Options include automatic bank account or credit card authorization for electronic funds transfer (ACH), paying online by credit card, and paying at the Touch clock-in device at any center. Tuition Express (TE) is the safest and most secure option, and gives families 24/7 access to their account balance and history. **An automatic semi-monthly ACH payment option is available to families whose monthly tuition is over \$800.**

Initials: \_\_\_\_\_

- 7. Backup Care:** Children on part-time schedules who need additional days are charged a daily rate when space is available. These fees are due when care is provided: \$85/day for Nursery and Toddlers, and \$75/day for Pre-Kindergarten and K-Ready.
- 8. Late Fees:** Avoid late fees by enrolling in MyProcure and paying electronically. Tuition is due in full on the first of each month. A **\$35.00 late fee** is charged to any account not paid by the 4th of the month. **Services are discontinued at the end of the business day on the 7th if tuition has not been paid in full.** More than three late fees in one calendar year will result in services being discontinued.
- 9. NSF Fees:** There is a \$30.00 charge for any NSF check and a \$10.00 charge for any NSF ACH transaction. Three occurrences within a one-year period may result in disenrollment from the center.
- 10. Change of Schedule Request:** When space is available, families may change their child's schedule effective the first of the month by submitting a **Change of Schedule Request by the 15th of the prior month.** If the change is approved, the new monthly rate begins on the 1st. Because some age groups have waiting lists, please give as much advance notice as possible. Written approval or denial is provided for every request.
- 11. Late Pick-Up Fees:** We are grateful to families who are respectful of our teachers' time and pick up before the center closes. All centers close no later than 6:00 p.m., and families must be out of the building by the posted closing time. Otherwise, the following charges apply:
- **\$35.00 per child** is charged and due for each 15 minutes, or any part of 15 minutes, that the family is late or still in the building after closing, up to one hour. If a child is left at the center more than one hour after closing, the police are called.
  - There is no grace period, and families are disenrolled if late pick-ups occur **more than three times per calendar year.**
  - Late fees are the responsibility of all families and are due at pickup, or before drop-off on the next scheduled day. No tuition assistance is available for late fees.
- 12. Attendance Policy — A-B-C: Attendance, Breakfast, Consistent Routines:** Children thrive with consistent routines, so we encourage all families to arrive at the center by 8:30 a.m. each morning. Breakfast is served from 8:30–9:00 a.m. at most of our centers, and attending every day helps your child learn the most at Mini University. **9:00 a.m. arrival is mandatory for our K-Ready classrooms.** Some funding sources also carry their own attendance requirements:
- **Publicly funded families:** a full-time authorization requires at least **7 hours per day and 33 hours each week**, including holiday weeks; a part-time authorization requires at least **10 hours each week.** Not meeting these hours can affect both your authorization and your billing — see the A-B-C Addendum for full details.
  - **Preschool Promise families:** your child must attend every day unless he or she is ill. If attendance falls below 60% of scheduled service in any two months — not necessarily consecutive — your child will no longer be eligible for Preschool Promise tuition assistance.
- 13. Absence Notification:** We appreciate knowing when your child will be absent. Families can report an absence in the Family Engagement app or by calling the center.
- 14. Family Referral Program:** Refer another family and receive a **\$250 gift card or tuition credit** once the new family has been enrolled for a month. See a Center Leader for more information — thank you for referring your friends and family!

Initials: \_\_\_\_\_

- 15. Holidays & Center Closing Schedule:** Each center follows a holiday closing schedule aligned to its sponsoring organization. **Regular monthly tuition is charged regardless of how many days the center is open in a month**, and regardless of your 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, and New Year's Day.** Hope Center for Families, Sinclair, and WSU are also closed for **Veterans Day**. All centers close August 10–14, 2026 for Teacher Inservice Week. All centers are closed for Holiday Break: December 24, 2026 – January 1, 2027.
- 16. Monthly & Annual Statements:** We encourage families to enroll in MyProcure for 24/7 access to account balances and payment history. Paying with Tuition Express also provides automated email receipts each time a payment is made. Statements can be emailed to families on 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 before their child is ready for kindergarten. We value your feedback and your loyalty, and we always welcome the opportunity to resolve any concern. Once a child has been enrolled for at least one year and **three weeks' written notice** is given, the Tuition Deposit is credited back to your family's account. See the Director for withdrawal paperwork and information. If a family withdraws with less than three weeks' notice, no refunds are given and the Tuition Deposit is forfeited. **If you still have a child enrolled, the deposit remains on your family account and is not refunded until your last child leaves.** If space is available and your family wishes to remain in the center for part of the following month, daily rates are charged for those days. This policy also applies to newly enrolling families who pay the Tuition Deposit and later decide not to enroll — three weeks' notice is still required.

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

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Center Leader Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_