

# THE CHILDREN'S LEARNING CENTER AT PENN COLLEGE

## FEE AND ENROLLMENT POLICIES (2012-13)

**PENN COLLEGE AFFILIATION:** Penn College students, employees, and alumni have priority in enrolling children, in that order. Places remaining open after the designated cut-off date (coinciding with class scheduling for the following semester) will be open to the community as well. The Director will verify Penn College affiliation at the time of enrollment. Once a child is enrolled, families always have the option of continuing enrollment for subsequent semesters, as long as the parent or guardian's affiliation with Penn College (as student, employee, or alumnus) remains. In order to support Center families, siblings of currently enrolled children always have priority over others on the waiting list.

**SCHEDULE:** The Center operates by Fall, Spring, and Summer sessions, and children are enrolled for one session at a time. (In Summer only, enrollment may be for just part of the semester or may be skipped altogether.) The Center follows the College schedule for 12-month APT employees, except for 10 staff development/room preparation days. Children may be enrolled for this APT schedule or for the academic schedule for either faculty or students. **There is no charge for days the Center is closed or for days not included on the selected schedule. In Summer only, families are not charged for vacation WEEKS (not days) scheduled at least two weeks in advance. There are NO allowances for absences due to illness or for vacations taken during the Fall or Spring semesters.**

**HOURS:** The Center is open from 7:30 a.m. to 5:30 p.m. Monday through Friday. (Summer schedules may vary.) Half-day schedules are available in the morning only, anytime between 7:30 and 12:30. This schedule includes lunch and, if the child is at the Center by 8:30, breakfast. Children must be scheduled to attend on a regular basis for a minimum of 3 half days or 2 full days per week.

**LATE FEES:** The Center closes promptly at 5:30 p.m. Parents who arrive later than 5:30 will be assessed a late fee of \$10 for the first quarter hour and \$5 for each five minutes after that. This fee is payable by the next day of attendance.

### 2012-13 FEE SCHEDULE\*\*

REGISTRATION FEE (initial, non-refundable)	\$25			\$25		
RE-ENROLLMENT FEE (to save spot for subsequent semester, non-refundable)	\$10			\$10		
WEEKLY FEES  All fees include meals and diapers and wipes.	<b>PRESCHOOL (Bears &amp; Birds)</b>			<b>TODDLERS (Bees &amp; Bunnies)</b>		
	Penn College Student	Penn College Employee	Community, including alumni	Penn College Student	Penn College Employee	Community, including alumni
FULL TIME	Varies According to eligibility for discounts	\$155	\$165	Varies According to eligibility for discounts	\$180	\$195
3 FULL DAYS		102	108		117	126
2 FULL DAYS		68	72		78	84
5 MORNINGS		120	125		138	145
3 MORNINGS		78	81		90	96

We offer a 10% discount in fees for the second (or third, etc.) child in the same family. Meals, diapers and wipes, educational expenses and most field trips are included in the basic fee. **Fees are payable for all scheduled days, whether or not the child actually attends. No credit is given for missed days, and a two-week notice is required to withdraw a child before the end of the semester.**

Fees are payable in advance for the week, by check or money order to Penn College. Payroll deduction is available for College employees. Students may opt to pay for the entire semester with their financial aid funds. Please ask the Director about either alternative if you are interested.

\*\*We are happy to accept payments from subsidizing agencies such as the County Assistance Office or S.T.E.P., Inc. In addition, the College offers substantial discounts to low-income students and employees who are income-eligible but do not qualify for subsidies for other reasons, or who are eligible but on a waiting list to receive the subsidies. Please ask the Director for more information about this option.