

The Children’s Learning Center, Pennsylvania College of Technology

2026-27 Fee and Enrollment Policies

Penn College students and employees receive priority enrollment, in that order, with student and employee status verified by the Director at the time of enrollment. Siblings of currently enrolled children are considered next. Once enrolled, families may continue their child’s enrollment in subsequent semesters. Any remaining openings are then offered to alumni families and the general public.

Enrollment Terms: The Center operates by Fall, Spring, and Summer Term. Children are enrolled for one term at a time. Enrollment terms for the upcoming year are as follows:

- Fall 2026: August 10 – December 18, 2026
- Spring 2027: January 4 – May 14, 2027
- Summer 2027: May 17 – August 6, 2027

We do not hold a child’s enrollment spot without payment during extended absences, such as parental or maternity leave. For children of students and employees only, we will hold spaces for children who are off in the summer and plan to return in the fall – this does not apply to the general public.

Hours: During Fall and Spring, the Center is open from 7:30 a.m. to 5:30 p.m. Monday through Friday. During the Summer hours are 7:30 a.m. to 5:30 p.m. Monday through Thursday. And 7:30 a.m. to 1:00 p.m. on Friday.

Children must be scheduled to attend on a regular basis, either full-time or for a three-day (Monday-Wednesday-Friday) or two-day (Tuesday-Thursday) schedule. Children enrolled in the young toddler class are only enrolled full-time (Monday-Friday). Two- and three-day schedules are limited.

2026-27 Fee Schedule

Weekly Fees	Base Fee	PCT Full-Time Employee	PCT Student	
<u>Full-Time Enrollment</u>				
Young Toddler	\$235	\$216	<i>Penn College students are eligible for a reduction in fees based on financial aid eligibility, course load, and available grants.</i>	
Older Toddler	\$223	\$205		
Preschool	\$200	\$184		
<u>3 Days (M W F)</u>				
Older Toddler	\$145	\$134		
Preschool	\$130	\$119		
<u>2 Day (T R)</u>				
Older Toddler	\$100	\$92		
Preschool	\$90	\$83		

Alumni & Public Families are enrolled at the standard base fee. **Penn College Employees** who hold full-time status are eligible for the discounted fee. **Students** are eligible for reduced fees and/or grants based on their financial aid status and credit load per semester. Students are encouraged to contact the Director or Assistant Director to discuss how these discounts may apply to their individual situation.

Payment: Fees are payable on the first day of attendance each week, by check or money order to Penn College. Payroll deduction is available for college employees. Meals, diapers and wipes, educational expenses and most field trips are included in the fee. Fees are required for all scheduled days, whether the child attends. A two-week notice is required to withdraw a child. Families are not charged for one vacation week (not days) a year. The week must be scheduled at least two weeks in advance during the summer session only.

We accept payments from subsidizing agencies such as ELRC (Early Learning Resource Center). We offer a 10% discount in fees for the second (or third, etc.) child in the same family. The discount will be applied to the oldest child’s fees.

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 \$20 for arrival during the first quarter hour and \$5 for each five minutes after that. This fee is payable by the next day of attendance.

Changes: The College reserves the right to change, from time to time, the Center’s schedule or hours of operation, enrollment policies, fees and payment policies. This Summary of Fees and Enrollment Policies does not encompass all of the policies and procedures of the Center. Please refer to the current version of the Family Handbook for further information. It can be viewed at www.pct.edu/childcare.

Admission: The Children’s Learning Center does not discriminate on the basis of race, color, national origin, age, disability, sex, gender, identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation or all or part of an individual’s income as derived from any public assistance program or protected genetic information or any other characteristic prohibited by applicable law.