

## THE CHILDREN'S LEARNING CENTER AT PENN COLLEGE FEE AND ENROLLMENT POLICIES (2017/18)

**PENN COLLEGE AFFILIATION:** Penn College students, employees, and alumni have priority in enrolling children, in that order, except as follows. In order to support Center families, siblings of currently enrolled children, as well as currently enrolled children, always have priority over other children both for current openings and on the waiting list. 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. Places remaining open after the designated cut-off date (coinciding with class scheduling for the following semester) will be open to the community.

**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 staff development/room preparation days when the Center is closed. Children may be enrolled for this APT schedule or for the academic schedule for either faculty or students.

**HOURS:** The Center is open from 7:30 a.m. to 5:30 p.m. Monday through Friday. (Summer schedules may vary.) 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.

### 2017/18 FEE SCHEDULE\*\*

REGISTRATION FEE (initial, non-refundable)	\$25			\$25		
RE-ENROLLMENT FEE (to save spot for subsequent semester, non-refundable)	\$10			\$10		
<b>WEEKLY FEES</b>  All fees include meals and diapers and wipes.	<b>PRESCHOOL (Bears &amp; Birds)</b>			<b>TODDLERS (Bees &amp; Bunnies)</b>		
	**Penn College Student (without discount)	Penn College Employee	Community, including alumni	**Penn College Student (without discount)	Penn College Employee	Community, including alumni
FULL TIME	\$170	\$175	\$185	\$195	\$200	\$215
3 FULL DAYS (MWF)	111	114	120	+126	+129	+138
2 FULL DAYS (TH)	74	76	80	+84	+86	+92

+ The three day and two day option is available to children who are enrolling in our preschool classes and older toddler class (age 24 months by August of the year of enrollment). There are limited three day and two day openings.

**PAYMENT:** Fees are payable on the first day of attendance each week, by cash, 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 basic fee. **Fees are payable for all scheduled days, whether or not the child actually attends. A two-week notice is required to withdraw a child. There is no charge for days the Center is closed or for days not included on the selected schedule. 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.**

**DISCOUNTS:** We are happy to accept payments from subsidizing agencies such as CCIS (Child Care Information Services). In addition, Penn College offers discounts to low-income students who are income-eligible but do not qualify for subsidies for other reasons. Please ask the Director for more information about this option. We offer a 10% discount in fees for the second (or third, etc.) child in the same family.

**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 TO SCHEDULES, HOURS, PAYMENT, FEES AND DISCOUNTS:** 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.

**HANDBOOK:** 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.

Effective August 7, 2017