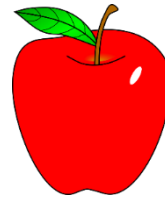


<b>Full - Day Tuition</b> Year-Round Program	<b>Tuition Charge Per Day</b> Full-Day = Scheduled time over 4 hours a day, no more than 9 hours a day.
Infant / Toddlers	\$60
Two-Year-Old	\$55
Three-Year-Old and Up	\$50
All Age Groups- Full-Day	Full-Day schedules over 10 hours a day will have an additional per day charge of \$15.00
<b>SUMMER CARE</b> <b>for School Age Children</b>	<b>Tuition Charge Per Day</b>
<ul style="list-style-type: none"> <li>• Care can only be provided if space is available.</li> <li>• Space is given first to families that have siblings in our current program.</li> <li>• Summer care begins once LLS has completed the school year and the program runs through the beginning of LLS Fall day school. ECC cannot accept summer care children prior to or after this time frame.</li> <li>• Summer Care Program enrollments do not receive voucher credits for absences.</li> <li>• Due to shortage of available teaching staff all children despite age, will be assigned to the 3K classroom. All children in this class are required to take a rest/nap time as scheduled.</li> </ul>	<p style="text-align: center;"> <b>Full - Day Tuition</b>            \$50            Full-Day schedules over 9 hours a day will have an additional per day charge of \$15.00         </p> <p style="text-align: center;"> <b>Partial - Day Tuition</b>            \$40            Any time scheduled over 4 hours will be charged the Full-Day rate         </p>

**Lebanon Lutheran School  
Early Childcare Center**

**2024 Tuition Fee Schedule  
Begins May 1, 2024**



<b>Partial - Day Tuition</b> Year-Round Program	<b>Tuition Charge Per Day</b>  Partial-Day = Scheduled time no more than 4 hours a day
Two-Year-Old	\$38
Three-Year-Old and Up	\$36
All Age Groups-Partial-Days	Any time scheduled over 5 hours will be charged the Full-Day rate

<b>Before School Care</b> <b>6:15-8am Per Day</b>	<b>After School 3pm-6pm</b> <b>Per Day</b>
\$10	\$15
<b>Arriving EARLY or LATE</b> <b>Additional Charges</b>	<b>Tuition Charge</b>
Any time a child arrives prior to or stays late from their scheduled time must be cleared by the Director. This is to ensure we have proper staff to child ratio per state regulations and that it will not result in additional staff needed. Brightwheel App accurately captures sign in and out times and this data is used to calculate overage charges. <b>If schedule alternations have not been approved: Parents will be charged \$10.00 per every five minutes over the Parent Agreement Contracted time for early drop off and late pick up.</b>	\$10.00 per every 5 minutes early or late based on their Parent Agreement

<b>SNACK/LUNCH</b> <b>Supplement Charge</b>	<b>Tuition Charge Per Snack or Lunch Item Provided</b>
Parents are required to send <b>2 snacks and 1 lunch</b> with their child every day. If ECC needs to supplement their snack/lunch with additional food because the required amount has not been furnished, the parent will be charged an additional fee per snack/lunch to their account.	\$5.00

## ADDITIONAL TUITION INFORMATION

*Please also read the EEC Parent Handbook for more information regarding scheduling, parent tuition agreement, billing, payments and discounts.*

- **VOUCHER CREDITS:**

**Please see the complete voucher credit section in the parent handbook for more information.**

- o Voucher Credits are issues as followed:
  - **Full-Day /Partial-Day** (Year-Round Program) = Vouchers in the allotment of 2x's a child's regular permanent schedule. Vouchers are issued at the start of the Fall school program and run through the end of the next summer. Any unused Vouchers expire at the end of our summer program.
  - **Summer Care for School Age Children** = Vouchers Credits are not given for this program.
- o The voucher credits are used for any absence such as illness or vacation, etc. Once credit vouchers have been exhausted parents pay for tuition on any absent day.
- o Voucher Credits are *only applied* if the parent fills out a credit voucher slip (located by parent bulletin board) and turns it into the office within 1 week of absence. Late submissions of vouchers will not be credited to the account.
- o If a child's permanent schedule decreases or increases regarding the amount of days they attend a new parent agreement will be issued and credit vouchers will be adjusted. Vouchers cannot be used during a leave of absence.
- o You will receive 1x a child's regular schedule.
- o Credit vouchers are not required to be used on days the center is closed such as: holidays or closed due to weather.
- o **Voucher Credits Cannot Be:** Transferred to a different child, used to pay off a tuition balance, used once withdrawal notice has been given or termination of enrollment has been issued, carried over to next year.



- **TUITION PAYMENTS:**

- All tuition statements/bills are calculated on a monthly basis for each child's schedule. Tuition charges are generally posted on the first day of the new month. Payments are due within 2 days of receiving your tuition statement/bill.
- There are two payment options parents can choose from.
  - **Option 1**- Pay full monthly tuition within 2 days of receiving statement/bill OR
  - **Option 2**- Pay tuition every 2 weeks with first payment due 2 days after receiving statement/bill and second payment due by 15<sup>th</sup>/middle of month.
- Failure to make payment by due date (2 days after parents received statement/bill) can result in a **charge of \$30.00** for first week late and additional \$30.00 for second week with no payment, third week of no payment will result in services to cease and child cannot attend until payment is paid. Continual payment issues will result in ECC termination of care.
- Checks returned as NSF from the bank will be charged an \$30.00 additional fee.



- **TYPES OF PAYMENTS:**

- **Payment by Credit Card via ProCare**- Once Tuition charges are posted to the child's ledger the charges are visible to the parents in their tuition app on their phone or computer. Partial or full payments can be made immediately from a phone or computer device. Parents can check their balances from their personal devices.
- **Payment by check** – Please make checks out to LLS- ECC and place it in the tuition lock box secured to the wall by the entrance.
- **Payment by cash**- Please place cash in an envelope with the child's name on it and place it in the tuition lock box secured to the wall by the entrance.
- **Payment by WI County Shares Subsidies**- Parents must download the EBT payment to ECC within the first 3 days of the county issuing the payment to you. If there is a parent co-payment amount due the parent will receive a statement/bill and the parent portion is due within 2 days of receiving the statement/bill form ECC.

## **LEAVE OF ABSENCE:**

- **Please see complete Leave of Absence section in parent handbook for more information.**

- A child may take a leave of absence from enrollment at the center by filling out a "Leave of Absence Form" located by the parent bulletin board. Examples of leaves of absence are but not limited to: *a parent's maternity leave, parent has summers off due to being a teacher, a parent/child prolonged illness, parent loss of job*. Absences must be for at least for 3 consecutive weeks but no more than 3 months. A return date must be included on the form. If absence must be extended a new leave form will be issued.
- Leave of absence forms must be submitted at least 2 weeks in advance from the start of leave.

- o During a leave of absence parents are required to pay 50% of the child's returning schedule to hold their space for their return. Payments for leave of absence are to be made on the same fee schedule as other tuition payments. Failure to make payments will result in a withdrawal of the child issued by the center. All tuition payments are final and are not reimbursed if return to ECC has change