

# Children's Community Center- Fiscal Policies

Children's Community Center is a non-profit organization governed by a volunteer Board of Directors who review the childcare rates and fiscal policies annually.

## Center Hours

CCC is open from 6:30 am until 5:30 pm. When the Center is closed for a holiday, you will not be charged.

## Childcare Rates

For the School Year Session beginning **August 29<sup>th</sup>, 2022, through the 2023 Summer Session**

**\$8.30** per/hr. (1 month - 2 ½ years of age)

**\$7.23** per/hr. (the month after turning 2 ½ to 12yrs of age)

***\*Late pickups after 5:30pm will be billed at \$1.00 per minute.***

## Annual Registration Fee

There is a non-refundable annual registration fee of **\$50 per family** billed each September.

All CCC families with "open" accounts as well as families choosing to leave their account "open" for future enrollment will be assessed the annual registration fee each September.

## Billing

Billing will begin at the contracted start time shown on your schedule agreement. The schedule agreement will be submitted upon initial registration and yearly thereafter through a google form. If you arrive later than your contracted time, you will be billed from the time shown on the agreement. If you arrive earlier than your contracted time, you will be billed from that time. Arrival earlier than your contracted start time will need to be preapproved by administration.

If your contracted pick-up time is at or after 3:00 pm and you pick up before 3:00 pm you will be charged until 3:00 pm. Charges will be in 15-minute increments of the hourly rate after 3:00. This does NOT include school age children enrolled in the Before & After care program (4K through 6<sup>th</sup> grade).

## Tuition Payment

All families must sign up with an automated payment processing system run by Tuition Express and ProCare software to pay their monthly tuition bill. You may choose ETF withdrawals from savings/checking account (no charge), or credit/debit card payments (2.75% fee attached). The tuition bill will be emailed out on the 1<sup>st</sup> of each month for the previous month's services. Tuition will be automatically withdrawn on the 20<sup>th</sup> of each month if not paid ahead of time using your ProCare App. The ProCare App allows for credit/debit payments only.

## **Absentee Policy**

Children with schedule contracts over 4.0 hours per day will receive absentee days equal to the number of days contracted per week.

**Preschool Only (9-12) and School Age (Before/After care) scheduled children do not receive absentee days.**

If you child is contracted:

4.0 hours or less.....You will be charged the contracted hours for the day

4.25-6.0 hours.....Your contracted hours are removed, and a \$15 absentee fee applied

6.25 hours or more...Your contracted hours are removed, and a \$20 absentee fee applied.

For any absences exceeding the allotted number of absentee and vacation days in the current session, you will be billed your contracted hours or up until 3:00pm.

## **Vacation Policy**

Children contracted over 4.0 hours per day will receive vacation days equal to the number of days contracted per week. Example: If a child attends 3 days a week, they are given 3 days of vacation for the school year session and 3 days of vacation during the summer session.

## **Winter Break**

The Center will be closed Christmas Eve through New Year's Day.

## **Spring Break**

You must sign up if you need care. Google forms will be sent out well in advance. If you do not need care, you may use these days as added vacation.

**Once signed up, you will be held financially responsible for the time requested. If you change your mind, you will still be billed according to the hours you requested on the sign-up sheet.**

***Please note! Failure to sign up and then requesting care after the signup deadline may result in care being denied due to ratios and prearranged staffing. All decisions will be based upon availability. There will be no absentee fees applied to pre-registered spring break.***

## **Structured Programming 9:00 am - 12:00 pm (Preschool)**

The structured educational part of our program runs daily from 9:00 a.m. to 12:00 noon. Under IRS guidelines, we must be a recognized educational facility. Children attending in the morning need to arrive by 9:00 am and are billed until 12:00 noon with no vacation or absent days. If you are not in attendance, you will be billed for your regularly contracted time. **If your child will be absent for any reason, please notify the office.** Financial aid available for qualifying families. Stop in the office.

## **Parental Leave 50%**

Parental Leave is defined as the 12-week period following the birth date of an additional child. Families wishing to take advantage of this policy for the older sibling enrolled at CCC may reduce the older child's contracted hours by 50% during this period. You will have to attend and/or pay for 50% of the older child's contracted hours. The 9-12 structured programming part of the day must be included in the parental leave schedule, and we require the schedule to be consistent. Contact the office to discuss parental leave scheduling. **Pre School-Only schedules (9-12) are excluded from this policy.**

## **Late Start Hold Fee 25%**

If you need to start later than the beginning of the Summer or School-year session, a 25% Hold Fee, billed monthly, will reserve your spot. A signed Late Start Agreement as well as a signed Schedule Contract is needed.

25% of the fees incurred with the contracted schedule, will be billed monthly until the child begins.

The 2-week advanced payment, due at enrollment, is nonrefundable if you choose to leave CCC before your child starts.

## **Severe Winter Weather**

If the Menomonee Falls School District closes due to severe winter weather, CCC will make every effort to remain open.

Childcare will be offered in place of our structured preschool program.

## **Leaving CCC**

If a family leaves the center **before** the end of the school year or summer session **a two-week drop fee will be added to the bill after the child's last day of attendance.** The two-week drop fee is equal to two weeks of the child's contracted hours.

If you would like to keep your account open for any future attendance, the registration fee must be paid annually each September.

## **Before/After School Program**

All school age children (4K through 6<sup>th</sup> grade) will be charged the hourly fee, for the time contracted or additional time used, whichever is greater.

**The hourly fee for the 2022-2023 school year is \$7.23 per hour.**

On **scheduled** school days off and half days of school, families will be given the choice of signing up for care. If you choose not to use CCC there will be no charge. If you sign up for care, you will be financially responsible for the time requested and any added time used.

**There is no vacation time for the Before/After School Care programs (5K through 6<sup>th</sup> grade). Children may use the Spring Break week as well as days off school as vacation time.**

**4K students will receive vacation/absentee days if scheduled 4.25 hours or more per day.**

If the Menomonee Falls public schools close due to winter weather, CCC will remain open for alternate childcare if possible. Please remember that CCC needs to plan in the early morning for staff during a weather emergency. All families are asked to call 262-251-1212 Ext 100 to report your attendance plans.

### **For all families using any before and after school program, the following applies:**

If a child leaves the center at a time other than the end of the school year session, the family will be charged a two-week drop fee after the child's last day of attendance.

## **Summer Policy**

For summer schedules, the Before and After School programs will follow the regular fiscal policies, allowing for one week vacation and absentee fees equal to one week's schedule.