



**3519 Easter Stanley Court ~ Tallahassee, Florida 32308**  
**P: (850) 921-KIDS(5437) ~ F: (850) 921-4734**

## TUITION POLICY

2015-2016 Monthly Tuition Rates rates are subject to change

Classroom	Private Pay Rate
Full Time- Nursery	\$800.00
Full Time- 1years – 6 years	\$700.00
Part Time 3- 6 years old	\$500.00

*There is a multi-child discount of 10% of the combined tuition*

### FEES & PAYMENT OPTIONS

Statements are printed monthly and include charges from the previous month. These statements are placed in a black box at the Receptionist Desk. All payments must be made payable to the Dick Howser Center and can be mailed to:

**The Dick Howser Center**  
**3519 Easter Stanley Court**  
**Tallahassee, FL 32308**

Payments are also accepted by phone or in person. The Dick Howser Center accepts payments by check, money order, debit card, American Express, Visa, Mastercard, and Discover Card. Cash is not accepted. When payment is made by check or money order, please write your child's name(s) on the "memo" section of the check in order to credit the appropriate account.

Your monthly fee is based on a yearly tuition rate of 50 weeks. There is no credit given for vacation, sick days, or emergency closings days. We cannot hold a spot for a child without full payment (i.e. extended vacations).

The Dick Howser Center charges an annual registration fee of \$75.00 for the first child and \$25 for each additional child with a family maximum of \$150. This fee is charged at the time of enrollment and thereafter will be billed annually in January.

A VPK school supply and curriculum fee of \$50.00 will be assessed for all children enrolled in the VPK program at the beginning of the VPK school year.

A late pick up fee of \$1.00 per minute will be charged after 6:00pm.

### PAYMENT OPTIONS:

All families must elect to either pre-pay tuition for child care services or enroll in our automatic payment plan. In instances of special circumstance please contact our administrative department for approval. Checks returned as nonsufficient funds will be subject to a \$35.00 NSF fee that is applied directly to your billing account and must be paid within three business days.

#### 1. Pre-payment:

"Pre-Payment" is defined as paying for child care services in advance. If you choose the "Pre-Payment" option, the payment must be received by the 30<sup>th</sup> of the month prior to child care services being provided. Accounts will be issued a \$25.00 late fee for non-payment by the 5<sup>th</sup> of each month.

#### 2. Automatic-Payment Option:

The DHC offers an automatic payment option to all participants by using a credit card, debit card or checking/savings account. You may elect your payment options from the schedules listed below.

**Monthly-** payments will be deducted automatically the last Friday of the month prior to services being provided

**Semi-Monthly**- payments will be deducted automatically the First & Third Friday of the month prior to services being provided

**Weekly**- payments will be deducted automatically every Friday for the following week of service.

If for any reason the funds are not available, you will receive written notice to the name on the account. Payments must be made within 3 business days and include a \$25 late fee.

## **SUBSIDIZED CARE**

Many families may qualify for and receive subsidized care from federally funded agencies. These agencies specify a "parent fee" that is to be paid to the child care facility. However, the parent fee and the amount that the agency reimburses the child care facility may not equal the total charge for child care. Therefore, parents are responsible for paying the total difference between what the agency pays and the DHC's monthly tuition fee.

### **Early Learning Coalition**

- Due to ELC requirements, any more than 3 absences per month require written documentation for continued ELC subsidy.
- ELC subsidized child care does not allow absences in excess of 10 days in a calendar month under any circumstances.
- If you experience a status change of any kind including, but not limited to expiration, termination, re-determination, rate and/or parent fee increases or decreases, your agreement is void. You will be charged the private pay tuition rate until an updated certificate is provided and a new tuition agreement is signed

## **SCHOLARSHIP ASSISTANCE**

The DHC receives grant money each year specifically to assist participants who may be in financial need. Some families are already receiving ELC; others may not qualify for ELC assistance, but still find they need help with their child care payments each month. These funds are limited and awarded based on need through an application process. Applications can be obtained from the Administrative office.

## **DELIQUENT ACCOUNTS**

In order for an account to remain current, payment of a statement is due before the next statement is distributed (either through pre payment or automatic payment). Statements located in a black box at the Receptionist desk. If payment is not received in a timely manner, the following will result:

- Any account not current (past due), will result in the account being placed on a suspension list.
- Notice of the possible suspension will be sent to the name on the account.
- After receiving a possible suspension notification, families will have one week to bring the account current.
- If any account is more than one statement period past due, immediate payment is required.
- If the account is not made current, immediate suspension from the program will result.

If services have been suspended due to nonpayment, the account must be made current before continuation of services will be allowed. If there is a waiting list at the site, the suspended account will have one week to bring the account current. If not, the slot will move to the end of the waiting list. **Past due accounts, no longer enrolled, will be forwarded to a collection agency.** Accounts with a history of being delinquent will be required to pre-pay for all programming services.

## **DISCONTINUING SERVICES:**

Parents are required to give a 30-day written notice and complete an exit interview form if they desire to discontinue services with The Dick Howser Center.

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Parent/Guardian Signature

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Date