



Dick Howser Center Tuition Policy

2014-2015 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*

**HOLIDAYS & INSERVICE DAYS**

The Dick Howser Center observes the following holidays

- |                        |   |
|------------------------|---|
| New Years Day          | Labor Day   |
| Memorial Day           | Thanksgiving Day and the following Friday             |
| Martin Luther King Day | December 24 <sup>th</sup> – December 31 <sup>st</sup> |
| Independence Day       |   |

*If a holiday falls on a Saturday, the proceeding Friday will be the day it is observed. If a holiday falls on a Sunday the following Monday will be the day it is observed.*

Teacher In-service Days:

- The Monday Following Leon County Schools spring break (usually occurs mid march)
- The Friday prior to the Leon County Schools first day of school (usually occurs mid August)

**FEES & PAYMENT OPTIONS**

Statements are printed monthly and include charges from the previous month. 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 23208**

Payments are also accepted by phone or in person at the administration office. The Dick Howser Center accepts Visa, Mastercard, and Discover Card. If paying with cash, a receipt will be issued. Please note that the DHC does not keep cash on hand and will not be able to give change when making a payment. 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.

VPK one time school supply & curriculum fee of \$50.00 will be assessed at the beginning of the VPK school year.

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

**PAYMENT OPTIONS:**

All families must elect to either pre-pay their 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 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.

**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 the DHC will provide 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 childcare facility. However, the parent fee and the amount that the agency reimburses the child care facility may not equal the total charge for childcare. Therefore, parents are responsible for paying the total difference between what the agency pays and the DHC's monthly tuition fee.

#### **ELC**

-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 are distributed monthly. 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 & 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



All families must elect to either pre-pay their services or enroll in our automatic payment plan. Payment by statement is not accepted unless there are special circumstances-please contact our administrative department for approval. All payments returned as nonsufficient funds will be subject to a \$35.00 NSF fee applied directly to your billing account and must be paid within three business days. Payments not received by 5<sup>th</sup> of the month will be charged a \$25.00 Late fee.

I, \_\_\_\_\_, parent/caregiver of \_\_\_\_\_ have elected to the following tuition payment plan:

\_\_\_\_\_ Monthly 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.

\_\_\_\_\_ Automated Payment withdrawal (additional form will need to be filled out)

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.

\_\_\_\_\_ Bank Account (will need a voided check)

\_\_\_\_\_ Credit Card

\_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date

*"We believe that all children benefit when they are able to play and learn in a positive, nurturing environment. We encourage growth in skills and independence by focusing on each child's unique gifts and abilities."*



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### DIRECT TUITION PAYMENT AUTHORIZATION/CANCELATION

**Customer Name:** \_\_\_\_\_

**Student's Name(s):** \_\_\_\_\_

**Financial Institution Name:** \_\_\_\_\_

<b>Checking Bank Routing Number:</b> _____	<b>Account Number:</b> _____
<b>Savings Bank Routing Number:</b> _____	<b>Account Number:</b> _____

**Withdrawal Schedule:**

- 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.

Amount to be withdrawn based on the schedule selected above: \$ \_\_\_\_\_

I authorize The Dick Howser Center for Childhood Services and the financial institution named to credit my account(s) for direct payment of tuition and, if necessary, to initiate debits or adjustments for credits made in error. I agree that The Dick Howser Center for Childhood Services will not be responsible for any overdraft on my account under any circumstances, nor will The Dick Howser Center for Childhood Services provide reimbursements for associated fees. This authority will remain in effect until I have cancelled it in writing to The Dick Howser Center for Childhood Services.

\_\_\_\_\_

Customer Signature Date

**Cancelation (only if canceling Direct Payment)**

I authorize The Dick Howser Center for Childhood Services to cancel my Direct Payment with my current financial institution. I agree that The Dick Howser Center for Childhood Services will not be responsible for any overdraft on my account under any circumstances, nor will The Dick Howser Center for Childhood Services provide reimbursement for associated fees.

\_\_\_\_\_

Customer Signature Date

\*Please attach a voided check here (for checking accounts)



Tuition Credit card payment for:

<p>Card Type:</p> <p><input type="checkbox"/> Visa</p> <p><input type="checkbox"/> MasterCard</p> <p><input type="checkbox"/> American Express</p> <p>Amt. Charged:</p> <p>\$ _____</p> <p>Day of the month to run</p> <p>_____</p>	<p>Card number:</p> <p>_____</p> <p>Three digit verification code:</p> <p>_____</p> <p>Zip code:</p> <p>_____</p> <p>Expiration Date:</p> <p>_____</p>
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Name as is Appears on the Card

Billing Address:

Signature:

By signing this you are authorizing The Dick Howser Center for Childhood Services Inc., to charge your credit card for the amount listed above.

The Dick Howser Center for Childhood Services, Inc. is a 501(c) (3) charitable organization. Some or all of your donation may be tax deductible. The Dick Howser Center for Childhood Services, Inc. accepts cash contributions, securities and in-kind donations (tangible donations that are valued at the wholesale value of the gift, such as gift certificates, airline tickets or other products).