

**Baby House**  
3502 Easter Stanley Road  
Tallahassee, Florida 32308



**Preschool**  
3519 Easter Stanley Court  
Tallahassee, Florida 32308

[www.thelearningpavilion.org](http://www.thelearningpavilion.org)  
(850) 921-KIDS(5437)

## TUITION POLICY

### 2018-2019 Monthly Tuition Rates

*New enrollments effective 1/1/2018*

*Rates will be applied to "2017" enrolled students effective September 1, 2018*

<b>Classroom</b>	<b>Private Pay Rate</b>
Full Time- Baby House	\$875.00
Full Time- Preschool Building	\$775.00
VPK Wrap Around	\$550.00
VPK Flex Hours- 7am-9am	\$125.00
Part Time –Preschool Building only * subject to availability options include: 7am – 11am 2pm – 6pm Two full days days per week	\$550.00

*There is a multi-child discount of 10% off of the lower tuition of two or more children enrolled full time.*

*\*rates are subject to change*

#### **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 Learning Pavilion and can be mailed to:

**The Learning Pavilion**  
3519 Easter Stanley Court  
Tallahassee, FL 32308

Payments are also accepted by phone or in person. The Learning Pavilion 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 Learning Pavilion charges an annual registration fee of \$100.00 for the first child and \$50 for each additional child with a family maximum of \$200. This fee is charged at the time of enrollment and thereafter will be billed annually in August. The registration fee is NON-REFUNDABLE.

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. Parent 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 \$35.00 late fee for non-payment by the 5<sup>th</sup> of each month.

##### **2. Automatic-Payment Service:**

TLP offers an automatic payment service to all families 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, this plan is subject to a \$5.00 service fee at the time of transaction for credit and debit cards.

**Semi-Monthly-** payments will be deducted automatically the First & Fifteenth of the month prior to services being provided (in the payment date falls on a Saturday the transaction will be ran on the Friday Prior, if the payment falls on a Sunday the transaction will be ran on the following Monday) this plan is subject to a \$5.00 service fee at the time of each transaction for credit and debit cards..

**Weekly-** payments will be deducted automatically every Friday for the following week of service, this plan is subject to a \$3.50 service fee at the time of each transaction for credit and debit cards.

If for any reason the funds are not available, a \$35.00 NSF fee will be applied directly to your billing account and must be paid within three business days.

## 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 TLP'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 Learning Pavilion 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 by money order 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 Learning Pavilion.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date