



Maple Tree Childcare Center Pricing and Policies

(Beginning the week of September 4, 2023)

- To enroll a new child in the program, please submit the registration fee of \$100 plus payment for the first two weeks of tuition. Registration fees and the tuition pre-payment fees are non-refundable. If your start date varies more than 2 weeks from the contracted date, you will need to begin making tuition payments to hold your spot, or you will need to reapply for the position. If you desire an earlier start than anticipated, we cannot guarantee availability but will do our best to accommodate your needs.
- To off-set the cost of the liability insurance policy that is maintained for each child and to aid in funding enrichment activities, a non-refundable re-registration fee of \$100 is collected each spring to secure your child's spot for the upcoming school year. (Our school year is considered September through August.) This fee will be waived for families paying the annual tuition amount in full.
- Maple Tree (MT) is open Monday through Friday 6:30 AM to 5:30 PM. Children may attend up to 10 hours per day.
- MT closes at 5:30 PM. All children must be picked up and *out of the building* by this time. If you exit the building past 5:30 PM you will be charged \$1.00 per minute per child.
- If your child attends part time, you may request extra hours on a space available basis. You will be obligated to pay tuition for the time reserved for your child.
- We cannot honor requests to occasionally switch the days that our part time clients attend. If you want to make a permanent change of schedule, please submit the request in writing and we will try to meet your needs.
- Families enrolling more than one full-time child are offered a discount of 10% off the tuition of the oldest child. Amounts will be rounded up at the \$.50 mark.
- A leave of absence for 4-8 (consecutive) weeks per school year may be granted at the director's discretion. Paying 50% of the normal tuition amount will hold a child's spot during this period. You may opt to send your child on a reduced schedule during this period, with the tuition amount equaling at least 50% of the regular tuition payment.
- A two-week written notice is required before discontinuing or reducing childcare services. Please note that dropped days will likely not be available in the future.
- Make checks out to Maple Tree. Please memo the check with your child's name and indicate the time period that it covers.
- Tuition is to be paid in advance of care. Weekly payments are due on the first day of the week that your child attends. Monthly payments are due on the first Monday of the month. To determine the amount to pay each month, count the number of Mondays in the month and multiply your weekly tuition by that number. Please establish a payment pattern when your child begins the program. There is no formal billing system. Checks or money orders are the preferred payment methods. If you pay with cash, the money must be given directly to office staff.
- Payments will be applied to the oldest charges on the account.
- A \$5 late fee is charged for any tuition payment received after 7:00 am on Friday of the week it is due.
- If an account reaches two (2) weeks of accumulated charges, clients may not use Maple Tree childcare services until the account is brought up to date.
- All accounts must be paid in full before registering for the upcoming school year. Any accounts which remain unpaid after a child is no longer a student at Maple Tree will be given one month to be paid in full. If a balance remains unpaid at the end of the month, the account will be submitted to a collection agency.

- Your cancelled check will serve as your tuition receipt. If you should require an official receipt, please write the word "RECEIPT" in the memo section of your check and one will be provided for you. Year-end tax statements are provided upon request. Our tax ID number is 41-170-1119.
- The NSF check fee is \$35. A money order or cash is required for replacement of NSF checks.
- Normal weekly tuition payments are charged when the center is closed for holidays and staff professional days, as these are paid days for the teachers.
- MT will be closed on the following dates:
 - Labor Day 9/04
 - Day after Labor Day 9/05 (Staff training day)
 - MEA Friday 10/20 (Staff training day)
 - Thanksgiving Day and the day after 11/23 and 11/24
 - Christmas holiday 12/25 and 12/26
 - New Year's holiday 1/01
 - President's Day 2/19 (Staff training day)
 - Good Friday 3/29
 - Memorial Day 5/27
 - Independence Day 7/4 and 7/5 (Note: We are closing only 1 day for New Years and substituting that time for a long Independence Day weekend)
- Notes:
 - Dates are subject to change.
 - We will make every effort to remain open during inclement weather and will accept children based upon available staffing. Tuition rates have been adjusted to allow for up to 5 emergency closure days. We have a strong commitment to remain open during normal school days but reserve the right to close if we are prevented from providing care.
- Weekly tuition rates begin week of September 4, 2023. We will provide at least a 4-week notice before tuition increases commence.

FULL DAY WEEKLY RATES

CLASSROOM:	5 days per week	4 days per week	3 days per week	2 days per week	1 day per week
Infants	\$387	\$347	\$306	\$204	\$102
Toddlers	\$355	\$318	\$282	\$188	\$94
Preschoolers	\$307	\$278	\$249	\$166	\$83

- Please note:
 - Infants may begin when they are 6 weeks old. They typically move to the toddler group at approximately 16 months of age.
 - Toddlers typically move to the preschool class at approximately 35-36 months of age.
 - Preschoolers who are not independent with toileting skills will be charged the toddler rate.
 - Preschoolers may participate in the program until they are scheduled to begin kindergarten.
 - Hourly charges are as follows: Infants \$11.00; Toddlers \$10.00; Preschoolers \$9.00.
 - More than one request per school year for a schedule change will require a charge of \$50.
 - Normal tuition is due throughout the school year, regardless of absences or center closures.
- Your tuition includes:
 - Breakfast, snacks, and beverages (for infants who are on table foods, toddlers, and preschoolers)
 - All "special guests" who provide enrichment activities for the toddlers and preschoolers
 - Classroom curriculum and all educational consumables
 - Highly qualified staff members
 - A daily note about your child
 - Conferences twice a year
 - Monthly newsletters
 - Monthly inspection by a public health nurse
 - Daily cleaning service

Thank you for choosing Maple Tree Childcare Center for your child's early childhood education!



Dear Parents,

The new tuition rates will take effect the week of **9-4-23**. To determine a monthly payment amount, take the weekly rate times 4 or 5, depending upon how many Mondays are in the month.

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PRESCHOOLERS	\$307	\$278	\$249	\$166	\$83

If you have more than one child enrolled full-time at Maple Tree, the chart below indicates the weekly tuition amount with the discount applied. For other combinations of enrollment, please see the center director.

Children enrolled	Weekly rate with discount
Two in infant room	\$735
Infant and toddler	\$707
Infant and preschooler	\$663
Two in toddler room	\$675
Toddler and preschooler	\$631
Two in preschool room	\$583