

**Lebanon Lutheran School
Early Childcare Center**

2022 Tuition Fee Schedule

Full - Day Tuition	Tuition Charge Per Day
	Scheduled time over 5 hours a day
Infant / Toddlers	\$44.00
Two Year Old	\$41.00
Three Year Old	\$38.00
Four Year Old	\$35.00
Five – Twelve Year Old	\$32.00

Partial - Day Tuition	Tuition Charge Per Day
	Scheduled time up to 5 hours a day
Infant / Toddlers	\$27.00
Two Year Old	\$26.00
Three Year Old	\$25.00
Four Year Old	\$24.00
Five – Twelve Year Old	\$23.00

4K Wrap-Around Tuition	Tuition Charge Per Day
	11:30 – Pick up time
	\$24.00

3K Pre-School Tuition	Tuition Charge Per Day
	8:00 – 11:30
	\$20.00

Before & After School Tuition	Tuition Charge Per Day
Before- 6:00-7:45	\$5.00
After- 3:00- Pick up time	\$10.00

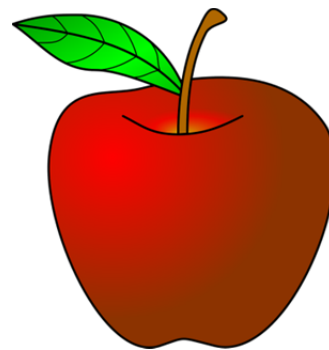


- No charge when day school is not in session.

- Due to staff to child ratios 3K Pre-school children cannot attend earlier or later than the Pre-school set hours.

ADDITIONAL TUITION INFORMATION

- *Please also read Parent Handbook for more information regarding scheduling, parent tuition agreement, billing, payments and credit vouchers.*
- All parents will be issued a Parent Tuition Agreement summarizing tuition conditions based on their child's schedule. The agreement stays in effect until there is a permanent change in scheduled days/times, age change, payment option, changes in discounts, credit vouchers, etc.
- Staff schedules are created from the arrival and departure times of all children so it is imperative that you schedule according to your childcare needs so we can assure correct staff to child ratio throughout the day. If a child's schedule varies frequently from the times indicated on the parent agreements the center receives the right to issue a new parent agreement form with true scheduled hours.
- If your child will begin earlier or stay later on ANY day it must be cleared by the Director to assure we have proper staff to child ratio per state regulations. If schedule alternations have not been approved: 1x – Forgiveness with reminder, 2x- \$5.00 additional charge, 3x- \$10.00 additional charge.
- Children will continue to pay the two year old tuition rate until they are out of diapers/pull-ups and are successfully toilet trained. Children will not be promoted to the 3K classroom until toilet trained.
- **MULTIPLE CHILD DISCOUNT:**
 - Families that have multiple children enrolled and have a Full-Time schedule (M-F full days) will receive a 10% discount on the least expensive child.
- **TUITION:**
 - There are two payment options parents can choose from:
 - Option 1- Pay 4 weeks of tuition on Monday designated on the payment calendar receives a 2% discount on the monthly tuition.
 - Option 2- Pay tuition every 2 weeks as designated on the payment calendar.
 - Failure to make payment by due date will result in a charge of \$25.00.
 - Checks returned as NSF from the bank will be charged a \$30.00 additional fee.
 - Types of Payments: Credit Card via Vanco/Procure, payment by check or cash dropped off to center, Wi County Shares Subsidies.



- **CREDIT VOUCHERS:**

- This year is a transition time for implementing the vouchers, so the Board is allowing an allotment of vouchers 2xs a child's regular schedule from Jan 1- Aug 31, 2022 and then will re-issue another allotment of vouchers on Sept 1, 2022. The voucher allotment given on Sept 1, 2022 will run from Sept 1, 2022 –Aug 31, 2023.
- All schedules (except summer only schedules) will receive credit vouchers in the allotment of 2xs a child's regular schedule for the year.
- The credit vouchers are used for any absence such as illness or vacation, etc. Once credit vouchers have been exhausted parents pay for tuition on any absent day.
- Credit vouchers are *only applied* if parent fills out a credit voucher slip (located by parent bulletin board) and turns it into the office within 1 week of absence. Late submissions of vouchers will not be credited to the account.
- If a child's permanent schedule decrease or increases regarding the amount of days they attend a new parent agreement will be issued and credit vouchers will be adjusted.
- New enrollments after February will receive 1x a child's regular schedule.
- Credit vouchers are not required to be used on days the center is closed such as: holidays or closed due to weather.
- Credit Vouchers cannot be: Transferred to a different child, used to pay off a tuition balance, used once withdrawal or termination of enrollment has been issued, carried over to next year.

- **LEAVE OF ABSENCE:**

- A child may take a leave of absence from enrollment at the center by filling out a "Leave of Absence Form" located by the parent bulletin board. Example of leaves of absence are but not limited to: *a parent's maternity leave, parent has summers off due to being a teacher, a parent/child prolonged illness, parent loss of job.* Absences must be for at least for 3 consecutive weeks. A return date must be included on form. If absence must be extended a new leave form will be issued.
- Leave of absence forms must be submitted at least 2 weeks in advance from start of leave.
- During a leave of absence parents are required to pay 50% of the child's returning schedule to hold their space. Payments for leave of absence are to be made on same fee schedule as other tuition payments. Failure to make payments will result in a withdrawal issued by the center.