

# 2021-2022 Tuition Rates



Half-Day Preschool & 4K Programs from 8:30am to 12:30pm

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## Tuition Rates

September 7th, 2021 - May 27th, 2022

### Monthly Tuition Rates

2 days/week	<b>\$300</b>
3 days/week	<b>\$400</b>
4 days/week	<b>\$500</b>
5 days/week	<b>\$600</b>

### Full Year Tuition Rate

*\*Pay in Full by September 7th and Receive 1 Month FREE*

2 days/week	<b>\$2,400</b>
3 days/week	<b>\$3,200</b>
4 days/week	<b>\$4,000</b>
5 days/week	<b>\$4,800</b>

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**\$50 Enrollment Fee + 1st Month Tuition Deposit Due at Registration**

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**Wrap-Around Care Available: \$12/hr**

**Drop-In Care on "No School Days" Available: \$40/day**

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## Early Bird Registration Special

**10% discount when you enroll by 2/28/21**

**\*\*\*Please Refer to Apple Ridge Academy Payment Policies & Procedures for Additional Information\*\*\***

# Payment Policies & Procedures

Effective September 2021



**ENROLLMENT FEE:** A non-refundable Enrollment Fee of \$50 will be charged to each family upon initial enrollment. A \$25 Re-Enrollment Fee will be charged to families that have previously attended and are returning to Apple Ridge.

**TUITION DEPOSIT:** A deposit equal to one-month's tuition is required to confirm enrollment and hold a space. This tuition deposit will be used towards the child's first month of school at Apple Ridge. The tuition deposit is non-refundable.

**FAMILY DISCOUNT:** A 10% Family Discount will apply to the second and third child in the same family. The discount will be applied to the tuition for the oldest child(ren) or the lesser tuition cost.

**KANGAROOTIME:** All payments will be processed using our Childcare Management Software called Kangarootime. All families are required to create a Kangarootime account upon enrollment. Parents will make tuition payments online and have the ability to set-up automatic recurring payments as well. Parents will have access to their family's financial documents and account statements at any time using their Kangarootime account.

**AUTOMATIC PAYMENTS:** Families are strongly encouraged to enroll in automatic tuition payments through your Kangarootime account to avoid late fees. Withdrawals will be processed on the first day of each month.

**ACH PAYMENTS:** There will be no fee for families that choose to pay using the ACH option. We encourage families to use the ACH option for your family's tuition payments. If an ACH payment is returned / does not go through, a \$25 processing fee and/or a \$10 late fee will be applied to your family's account if an alternative payment is not received by the payment due date.

**CREDIT/DEBIT CARD PAYMENTS:** Payments made by debit or credit card will be accepted through Kangarootime. Payments made by debit or credit card will be subject to a 3% convenience fee. To avoid extra fees, we recommend using the ACH option rather than the debit or credit card option. A \$10 late fee will be applied to an account if a debit or credit card transaction is declined for any reason unless payment is received in another form by the payment due date, on the first of the month.

**INVOICES:** Tuition invoices will be sent on the 25<sup>th</sup> of each month. Families making manual payments should make their tuition payment from the invoice prior to the first of the month. Families enrolled in automatic payments can refer to their invoice to confirm the amount that will be automatically withdrawn on the first of the month.

**PAYMENTS DUE / LATE FEES:** Tuition payments are due on the first of each month for the current month (pre-pay). Tuition payments not received by the first of the month will be charged a late fee of \$10. Accounts not paid in full after being overdue for one week will result in immediate discontinuation of services.

**FULL YEAR TUITION PAYMENTS:** If choosing to pay for the full year upfront, payment must be received by the end of the day on the first day of school to claim the discount. If not paid in full by 12:30pm on the first day of school, no discount will be given, and families will incur a \$10 late fee and may then choose to pay monthly or pay for the full year at a non-discounted rate. ***Refunds will not be given for any reason after the full-year tuition payments are made. If this is a concern for your family, please opt for the monthly billing option.***

**SCHOOL YEAR CALENDAR:** The New Berlin Location will follow the New Berlin School District Calendar for "No School Days" and Holiday Breaks and the Brookfield Location will follow the Elmbrook School District Calendar for "No School Days" and Holiday Breaks. Both locations will begin school on the Tuesday after Labor Day and end on the last Friday in May. There are no half-day billing options outside of these dates.

**NO SCHOOL DAYS:** If you would like your child to attend Apple Ridge on a day listed as a "No School Day," you may request to add your child for that day. Each "No School Day" that your child attends will be billed at the "No School Day" rate listed on the tuition fee schedule and attendance is subject to the availability in the classroom.

**SICK / VACATION DAYS:** There is no credit given for sick days, vacation days, holidays, days off of school, etc. These things have all been accounted for in the calculation of our annual tuition rates listed on the tuition rate sheet.

**SUBSTITUTE/ ADDITIONAL DAYS:** Please make every effort to have your child attend only on the days that they are enrolled and scheduled for. Substitute days and additional days cannot be guaranteed. Approval of substitute and/or additional days of attendance will be subject to the availability in the classroom and must be confirmed by the Director in advance of care. **Substitute days may only be used during the same week of care.** If a substitute day is not available during the same week of care, families are still responsible for their regular tuition payment. If adding an additional day, the fees associated with each extra day will be equal to the "No School Day" rate listed on tuition fee schedule.

**ADDITIONAL FEES:** If a child is picked up late, beyond the 4-hour program, a Wrap-Around Fee of \$12/hour will be charged to your account. Additional fees may apply for field trips/ special activities, and advance notice will be given.

**LUNCH PROGRAM:** Breakfast is included in the tuition cost for all children in the morning-only program. Lunch is available to children for an additional **\$3/day**. Families may enroll in the lunch program by contacting the Administrative Assistant and/or using the "Hot Lunch Sign Up Form" available to families. Families enrolled in the lunch program on an automatic, recurring basis may request credit for any lunches that their child does not have at Apple Ridge. It is the families' responsibility to request this credit by contacting the Administrative Assistant. No lunch credits will be issued after two weeks. If a parent does not provide a lunch for their child, Apple Ridge lunch will be given, and the family's account will be charged accordingly.

**REFUNDS:** Overpayments will be credited back to the family's account and applied to the family's next payment. Overpayments will be held as a credit on a family's account for one year. After one year, credit will be forfeited. **No monetary refunds will be issued for any reason, outside of Apple Ridge administrative billing errors or to support pandemic policies.**

**WITHDRAWAL NOTICE:** A minimum two-week advance written notice of withdrawal must be received for withdrawals to avoid being charged for the next month. Notice must also be received prior to the 25<sup>th</sup> day of the month if you wish to have your next month's tuition adjusted (only applicable to families paying monthly). All tuition adjustments are at the discretion of Apple Ridge Academy. No mid-month or partial-month refunds will be issued after payment has been made. No full year payments will be refunded. See "FULL YEAR TUITION PAYMENTS" and "REFUNDS".

**SICK CHILD POLICY:** Tuition will be due as contracted if a child is absent as a result of symptoms defined in our "Sick Child Policy" and/or "Sick Child Policy Amendment: COVID-19 Pandemic."

**SCHOOL DISTRICT SEVERE WEATHER CLOSURES:** In the event that the corresponding school district closes due to severe weather, Apple Ridge morning-only classes will also be cancelled. Tuition will be due as contracted.

**EMERGENCY CLOSURE POLICY (Severe Weather and/or Building Emergencies):** In the event that Apple Ridge Academy closes due to severe weather or an issue with plumbing/heating/cooling/et., no credit will be issued for the morning-only programs and tuition will be due as contracted. The center closing will be announced prior to 6am via Kangarootime.

#### **PANDEMIC PAYMENT POLICIES & PROCEDURES**

**QUARANTINE FOR EXPOSURES AT APPLE RIDGE:** In the event that there is an exposure to COVID-19 at the center, Apple Ridge will follow required quarantine protocol as instructed by the Health Department. Children that are **required** to quarantine due to an exposure at Apple Ridge will not be charged tuition for the duration of the required quarantine period. After that, tuition will be due as normal. Please refer to the COVID-19 Policies for further clarification of required quarantine periods. Families of children that are **not required** to quarantine, but that choose to do so at their own preference will still be responsible for their full tuition amounts to maintain their current enrollment but may choose to use Days Off Credit (if available).

**QUARANTINE FOR EXPOSURES NOT AT APPLE RIDGE:** If a child has been a first relation contact with someone who has tested positive for COVID-19, the child must be quarantined and may not attend childcare for the duration of the required quarantine period. Please refer to the COVID-19 Policies for further clarification of required quarantine periods. Tuition will be due as contracted during the quarantine period but families may choose to use Days Off Credit (if available).

**\*Any disputes on policy interpretation will be at the final discretion of the Owner, Tammy Imme and/or Executive Director, Ashley Imme.**