



SUM Child Development.

TUITION POLICIES

Effective 3/30/2016

SUM Child Development, Inc. (SUMCD) is committed to providing quality early care and education to working or training/educating parents.

1) TYPES OF SERVICE

- a) SUMCD provides full-day (full week or part week) and part day/part week early care and education services.
- b) Service must be contracted for two, three, four or five full days for children and ages infancy (six weeks) through age 5 or the year before kindergarten. School-age services will be contracted for two, three, four, or five days/week within either before, after, or before and after care times for children kindergarten age through 6th grade or age 13.
- c) Summer Camp services will be contracted for two, three, four, or five days/week for the weeks of summer for school-age children in kindergarten through 6th grade or age 13.

2) ENROLLMENT & TUITION AGREEMENT

- a) After parents/guardians have completed the enrollment process, they will receive an agreement that will state the date that care will begin, the days of service, the hours of care, and the tuition. Any fee assistance the family receives will be noted in the Tuition Agreement.
- b) In Union/Snyder/Northumberland counties, families eligible for Child Care Information Services (CCIS) subsidy but on the CCIS waiting list will be offered Working Family Grant funding if it is available. The family will need to provide either documentation from CCIS or complete the brief Working Family Grant application in order to receive assistance until CCIS funding is available.

3) SERVICE WEEK: Monday through Friday, inclusive.

4) DEPOSIT

- a) Upon enrollment into the program, clients will be required to pay a deposit equal to one week of tuition. This is to be paid in advance of service.
- b) In conditions of special hardship, arrangements can be made to pay the deposit in installments during the first month of service.
- c) The deposit will be credited to the last week of care only if NOTICE is provided at least seven days prior to termination of agreement.

5) HOURS of CARE/EDUCATION: Defined on Tuition Agreement as "contracted care hours."

- a) Should be employment hours plus a reasonable commute time.
- b) Clients are expected to honor hours of care except in unusual or emergency situations that may require hours to be longer than usual.
- c) When variation from contracted hours is going to be more than 10–15 minutes, staff at the center must be notified.
- d) Using shorter care hours within your range of hours is not a problem.

- e) We plan our staff work hours around the contracted hours; hence, it is important to avoid picking up or dropping off outside of specified times.
- f) Care can be contracted at 9.5 hours, 10 hours, or over 10 hours (under special circumstances, we reserve the right to limit the frequency of 10+ hour care days for children, unless pre-approved by the Early Childhood Services Director). There is a fee increase above 9.5 hours as follows:
 - 1) 9.5 hour days: base rate reflected in tuition scale
 - 2) 10 hour days: additional \$1.50 per day above base rate
 - 3) 11 hour days: additional \$2.50 per day above base rate
 - 4) Over 11 hours: additional \$3.50 per day above base rate

If a child is in care longer than their contracted care hours, a penalty fee of \$10 per 15 minutes will be charged and levied for every 15 minutes thereafter.

If a CCIS parent's work schedule requires a child to attend more than 10 hours, documentation from the parent's employer must be provided to the Early Childhood Services Director at the Lewisburg office.

6) TUITION: The Tuition Scale is established by the SUMCD Board of Directors. All tuition is subject to change with 30 days' notice.

7) PAYMENT OF TUITION

- a) **The required tuition fee, including any late fees or service charges, must be paid in full no later than the first day of each service week.**
- b) Fees may be paid by check or money order to "SUMCD."
- c) Cash will be accepted ONLY at the Lewisburg or Lewistown office.
- d) Payment may be placed in the site's fee box, paid at the Lewisburg or Lewistown office, or mailed to the office. (Addresses are located at end of this document.)
- e) The enrolling parent/guardian is responsible for the payment of fees. SUMCD will not collect fees from a second party, an ex-spouse, or any family member besides the enrolling individual.
- f) Tuition is due for all contracted days whether or not the child is in attendance.
- g) No tuition will be charged for holidays when the center is closed.
- h) The enrolling parent/guardian can request a monthly statement of their account.
- i) All SA (School-age) payments must be made by either: ACH; mailed to the office at Lewisburg or Lewistown; dropped off at the Lewisburg, Lewistown office, or one of the SUMCD buildings. Payments may NOT be dropped off at SA sites.

8) DELINQUENT TUITION PAYMENTS

- a) Tuition is due on the first service day of the week, usually Monday. Tuition that is not paid by the close of business on the first service day of the week will be considered delinquent. Ongoing delinquent fees are a cause for service termination.
- b) Clients who are subsidized must follow CCIS procedures.
- c) Delinquent fees for families not subsidized by CCIS will be addressed as follows:
 - 1) **Late Notice letter** will be sent to clients when fees are delinquent.
 - 2) **Late Notice with a Payment Plan letter** will be sent to clients when fees are late for four weeks.
 - 3) **Termination Notification is included in the letter for Late Notice with a Payment Plan** if the payment plan is not followed. Termination of child care services will occur within five days following non-receipt of fees as per a payment plan. This information is stated in the Late Notice with a Payment Plan letter. There will be no additional notification to clients.
 - 4) SUMCD will add a \$25 late fee per enrolled family for balances unpaid for over 30 days.
- d) SUMCD reserves the right to pursue legal action for fees not paid at time of termination.
- e) If services are terminated because of non-payment of tuition, all delinquent tuition must be paid before the client can reapply for service.

9) ATTENDANCE & TUITION

- a) The contracted tuition for each child must be paid whether or not the child attends. This tuition reserves a child's enrollment and covers the cost of care for the days specified in the enrollment contract.
- b) Switching days is not permitted. Clients can add a day if space permits. The Enrollment Specialist should be contacted to make arrangements as needed.
- c) Clients may, with proper notice (by May 22nd) request to drop care for the summer months and return to the top of the wait list for fall enrollment (see section 12).
- d) Summer Camp:
 - 1) Clients can sign up for the weeks or days that camp is needed, with a minimum enrollment of 10 days.
 - 2) Children may attend only for contracted days; additional days can be added if space permits.
 - 3) Camp contract days must be established by May 2nd; no changes may be made after May 2nd.
 - 4) Camp payments that are made in full by May 15th will include a 10% discount.
 - 5) There is a \$20 activity fee (per child) for camp.
 - 6) Camp fees are based on a 9.5 hour day. Additional fees will be charged for longer care hours.

10) AGREEMENT CHANGES

- a) Clients may change their agreement ONLY by contacting an Enrollment Specialist.
- b) An agreement may be reduced as long as the contract meets the minimum enrollment requirements (two days).
- c) Only one agreement change is permitted in any four week calendar period.
- d) Advance notice of one week is required for all agreement changes.
- e) Once an agreement is reduced, returning to a full-week schedule may not be possible due to vacancies being filled. We will do so as space permits.
- f) Expansion of service days per week may occur only if a client's account is current.
- g) For repetitive agreement changes, SUMCD reserves the right to charge an "agreement change" fee of \$25, payable prior to implementation of the requested change.

11) TERMINATION OF AGREEMENT

- a) The deposit will be credited towards the last week of tuition for clients terminating their agreement with a seven day advance notice to the Lewisburg or Lewistown office.
- b) If a seven day notice is not given, clients must pay tuition for the last week of care in addition to any delinquent tuition owed.
- c) SUMCD may terminate an agreement for non-payment of fees (see Delinquent Tuition Payment section), chronic late pick-ups, disrespectful behavior by parents/guardians, or child behavior problems that cannot be resolved through established procedures in "Guidelines for Problem Behavior."
- d) SUMCD reserves the right to pursue legal action for unpaid tuition.

12) TEMPORARY DROP POLICY

Summer Months

- a) Child Care clients may, with proper notice (by May 22nd), request to drop care for the summer and return to the top of the wait list for fall enrollment.
- b) Clients must notify the enrollment office in writing or by email.
- c) The drop will be for the months of June, July, and August.
- d) Families will be placed at the top of the wait list provided their account is current before the drop.
- e) The child care slot will not be held, but families will have priority enrollment if space is available to re-enroll.

Maternity/Paternity Leave from Care for Births or Adoptions

- a) Clients may, with at least a six week advance notice, request to temporarily stop using child care services for up to 12 weeks due to a parent's Maternity or Paternity leave from employment.
- b) Client must contact the enrollment office to request a Maternity/Paternity Temp Drop Form.
- c) SUMCD will hold the child's enrollment slot up to 12 weeks provided the client pays the monthly \$50 non-refundable holding fee per child.
- d) SUMCD reserves the right to keep the deposit of any family who does not return to care at the end of their requested maternity/paternity leave.

Other: Clients may request a temporary drop for a reason not indicated above by contacting the Early Childhood Services Director. The director and the Chief Executive Officer will review requests on a case-by-case basis.

13) PENALTIES FOR LATE PICK-UP

Children are required to be picked up within the operating hours of the program. When the center must remain open and staffed after hours, SUMCD's operating costs are increased. Therefore, if a child is picked up after closing, a late fee will be charged. Repeated occurrences of late pick-up may result in suspension or termination of services. Lateness is determined according to the child care center clocks. Staff will record the pick-up time on the sign-out sheet.

- a) A fee of \$1 will be charged for every minute up to 15 minutes that each child remains in care after the center closing time.
- b) An additional \$20 fee will be charged for any part of 16–30 minutes beyond the center closing time.
- c) An additional \$25 will be charged for any part of 31–45 minutes late.
- d) An additional \$30 for every 15 minutes or any part of a 15-minute period thereafter.

14) PENALTIES FOR NON-NOTIFICATION OF ABSENCE IN SCHOOL-AGE (SA) PROGRAM

If a child in the school-age program will be absent from the program on a scheduled day, the staff of the SA program must be notified (leave message on SA answering machine). We need to know if there have been alternative arrangements made for after school, because if a child does not show, we will be working to locate the child to be sure he/she is safe.

Calls to the school office are not transmitted to the SA program. The SA phone must be called directly to notify the staff of an absence. A message should be left if the call is made between SA hours and/or the phone is not answered. A note may also be left on the SA communication log. Notes sent to the school are not a reliable form of communication with the SA staff.

If a message on the answering machine, a call, or a note on the SA communication log is not received, staff will make every effort to verify the child's whereabouts by calling the parent and the emergency contact(s). Due to the excessive amount of time involved in verifying the whereabouts of a child, the following procedures will be followed for non-notification of absences:

- a) For the first failure to notify the SA program site, a letter will be sent to the client(s) as a reminder of the policy.
- b) A fee of \$10 will be charged for the second and third occurrences of no notification.
- c) A two-day suspension of services may be applied to fourth, fifth, and sixth occurrences. The suspension of two consecutive days is to occur within one week of the incident.
- d) The seventh occurrence of lack of notification of absence may result in termination of SA services.

15) PENALTIES FOR INSUFFICIENT FUNDS

A \$35 service charge will be assessed each time a check or ACH is denied due to insufficient funds.

16) SIBLING SCHOLARSHIP

- a) Clients ineligible for other subsidies and/or third-party payments may apply for a sibling scholarship if both children are receiving full-day/full-week care.
- b) The sibling scholarship eligibility criteria (income and family size) and scholarship amounts are established annually by the SUMCD Board of Directors.
- c) Clients may apply at any time for the scholarship funds by submitting the last four consecutive pay stubs; however, eligibility will be retroactive only to the application date, not the enrollment date.
- d) Scholarships are awarded based on availability of funds, which are established and controlled by the SUMCD Board of Directors.

17) SUMCD TUITION ASSISTANCE PROGRAM

- a) Clients ineligible for other subsidies and/or third-party payments may apply for SUMCD Tuition Assistance if the family meets the eligibility criteria as established by SUMCD.
- b) The SUMCD Tuition Assistance Program eligibility criteria (income, family size, special circumstances) and scholarship amounts are established annually by the SUMCD Board of Directors.
- c) Clients may apply at any time for the assistance funds by submitting the last four consecutive pay stubs; however, eligibility will be retroactive only to the application date, not the enrollment date.
- d) Tuition Assistance is awarded based on availability of funds, which are established and controlled by the funding levels and funding sources.

Pre-K Counts (PKC) adjustment for families receiving CCIS – Families with a child/children in PCK and receiving CCIS subsidies will receive a \$2.00/day scholarship deduction from their co-pay for days that PKC is in session.

18) POLICIES FOR SCHOOL-AGE SERVICES ONLY

Before and after school care and school's out days and delays are based on a blended rate.

a) Unscheduled School Early Dismissals

1. Clients are informed if their site provides these services.
2. There is no additional fee and care is available on child's scheduled day (after-school only enrollments).
3. Children are expected to be picked up as soon as possible on early dismissal days.

b) Morning School Delays

1. Clients are informed if their site provides these services.

c) Summer Camp

Camp fees are based on a 9.5 hour base rate.

1. Fees for Summer Camp must be paid one of two ways:
 - Weekly automatic withdrawal (ACH)
 - Payment in advance for the entire Summer Camp program by May 15th, which will result in a 10% discount.
2. Non-payment of fees for Summer Camp by the specified due date will result in immediate termination of services at the start of the following week of services.

19) AGENCY REDUCTION OF SERVICE: If insufficient resources exist to serve all children currently receiving service, SUMCD may discontinue service based on the date of enrollment. Children discontinued from care shall be placed at the top of the waiting list by date of previous enrollment; earliest date will be served first.

20) POLICY EXCEPTIONS: Exceptions to these policies may only be granted by the SUMCD Board of Directors or Chief Executive Officer.

21) QUESTIONS: Questions about tuition or payment arrangements should be directed to an Enrollment Specialist or the Enrollment Manager. Questions may also be sent in writing to one of the offices listed below or e-mailed to appropriate staff.

- Lewisburg Office: 570-524-0926
Toll-free number for Union/Snyder Counties: 877-269-6402
- Lewistown Office: 717-242-3032

SUM Child Development Offices

Central Office

14 South 11th Street
Mifflinburg, PA 17844
Phone: 570-966-2845
Fax: 570-966-9693

Snyder and Union County Programs

Lewisburg Children's Center
205 Hospital Drive
Lewisburg, PA 17847
Phone: 570-524-0926
Toll-free: 877-269-6402

Mifflin County Programs

Lewistown Children's Center
10 Bollinger Road
Lewistown, PA 17704
Phone: 717-242-3032

WWW.SUMCD.ORG