



MISCELLANEOUS FEES 2023

REGISTRATION

Non-refundable registration fee **\$150.00**

EXTENDED CARE HOURS

Infants:	3:00 pm - 5:30 pm	\$38.00
Preschool:	3:00 pm - 5:30 pm	\$32.00

CANCELLATION OF EXTRA HOURS

A **\$15.00** charge will be made for cancelling or not using extra hours that have been requested and approved. A **\$30.00** charge will be made for cancelling or not using core hours (9AM-3PM) that have been requested and approved.

LATE TUITION FEE

A **\$50.00** *late fee* is charged for tuition payments received or mailed after the **8th day** of the month.

RETURNED CHECK FEE

A **\$35.00** *service charge* is charged for each check returned for insufficient funds.

LATE PICK-UP FEES

A late fee of **\$15.00** is charged for each child participating in the core program not picked up before 3:05 p.m. After 3:15 p.m., an additional **\$10.00** fee is charged for every 5 minutes or portion thereof. For each child participating in extended care not picked up by 5:30 p.m., there is a late fee of **\$10.00** for every five minute interval, or portion thereof. At 5:45 p.m., the **per-child** late fee is **\$30.00** for every 5 minute interval or portion thereof. Emergency numbers will be called to pick up the child. At 6:00 p.m., the **per-child** late fee is **\$50.00** for every 5 minute interval or portion thereof. At 6:30 p.m. the CPS or police will be called to take supervision of the child. A Late Notice will be given for each child.

CHANGE OF SCHEDULE FEE

A **\$50.00** fee is charged for each schedule change per child.

FACILITY FEE

A **\$200.00** non-refundable facility fee per child is due at time of enrollment for new families. Then a **\$200.00** annual facility fee will be billed every January and is due by the end of January.

Miscellaneous fees may be paid when the service is rendered or with the following month's tuition.

SIGNING IN/OUT FEE

Community Care Licensing requires parents/guardians to sign their child in and out each day using their legal signature (101229.1). Failure to do so results in a fine and a citation to the school. **If Cornerstone is fined, the cost of the violation, minimum of \$100, will be billed to the family's account. Failure to pay the fine will result in the disenrollment of your child.**

FINANCIAL POLICIES

DEPOSIT & CONFIRMATION OF ENROLMENT

Families that are offered placement into the program are required to pay 1/2 months tuition as a deposit for their space. This deposit is non-refundable and will go towards the child's first month of tuition. Families that have been offered placement and confirmed their spot will forfeit the deposit if they choose not to enroll.

BILLING & TUITION

Tuition is charged monthly, and payment is due **on or before the 8th day** of each month. Payment is due whether your child attends the program during the time you have reserved. You are paying for enrollment, not attendance. A **\$50.00** late tuition fee per family, is charged automatically if tuition is not received or mailed by the **8th day** of the month unless the family has made prior arrangements for a personalized payment schedule. All special fees will be billed on the ledgers as they accrue and are due and payable with tuition.

COLLECTION PROCEDURES

- 1) If a personalized payment plan is not in effect and payment has not been made or mailed by the 8th day of the month, a ledger/reminder will be emailed.
- 2) If payment has not been made within one week, an emailed will be sent requesting payment by the 20th day of the month.
- 3) If an account remains delinquent over 30 days after it is due, the child will be denied care until the outstanding balance has been paid in full or a new payment schedule is agreed upon with the director.

REFUNDS

No refunds are given for scheduled Cornerstone closures, family vacations, and children's absences.

SCHOLARSHIPS

Partial scholarships are available to families and staff participating in Cornerstone. Scholarships are awarded based on economic need. The Scholarship Fund is a limited resource, which we try to allocate equitably to as many families as possible. Scholarship Request forms is available in the nursery office.

ABSENCE/FAMILY VACATION

Please notify the director if your child will be absent. No reimbursement can be made for days missed. If you wish your slot held for your child while on vacation, the time must be paid for. It is not possible to have your child(ren) "make up" days missed due to illness or vacation by having them participate on another day of the week.

PERMANENT WITHDRAWAL

When permanently withdrawing your child from Cornerstone, **30 days' notice is required in writing**. Tuition must be received in full along with notice. Families will be charged for the full 30 days, regardless of if the child attends all 30 days or not.