

WOODS HOLE CHILD CENTER  
TUITION AND FEES INFORMATION 2017-2018

One of the goals of the Board of Directors is to keep tuition as low as possible while maintaining a quality program for the children. The tuition costs for the regular (8:45 to 12:00 p.m.) 2, 3, 4, and 5-day programs are outlined in this section. Each child's tuition is divided into ten equal payments, covering the school year (September through June). The 10<sup>th</sup> payment is non-refundable and due upon registration.

YOUR COMMITMENT includes full payment of tuition throughout the year regardless of absences due to illnesses, family vacations, or standard school holidays and vacations. Although we do not require you to pay the year's tuition upon registration, by agreeing to the terms of tuition, you are committing to your family's participation for the entire school year. **Exceptions are made only when child is withdrawn from the school at the request of the Head Teacher or the family moves from the community, giving the Registrar a 30-day notice.**

TUITION IS DUE no later than the first of each month and is considered late by the 10<sup>th</sup> of the month. No bills will be sent out. Promptness is important in that tuition is our primary source of income for running your child's school. The Tuition Treasurer will notify you when tuition is late.

TUITION THAT IS TWO MONTHS OVERDUE may result in the exclusion of your child from the program until payment is made.

Parents place TUITION CHECKS in the TUITION folder hanging above the front counter of the school. Please make checks payable to the Woods Hole Child Center, noting on your check that it is tuition for your child. Returned check fees are the responsibility of the family.

RECEIPTS are generated by request only. Indicate on your check if you need a receipt.

EXTRA DAYS are accommodated as available. The per diem fee is \$20.00. Payment for the extra day is due on the day that the child attends. Requests are submitted to the Director, and you will be notified if the extra day is available. Parents place per diem payments in the folder hanging above the front counter of the school, noting on the check that it is payment for extra days.

REQUESTS FOR CHANGES IN THE NUMBER OF DAYS OR DAYS OF THE WEEK your child regularly attends school will be accommodated on a first come, first serve basis. Submit your request to the Registrar. If you would like to increase the number of days your child attends, he/she may start as soon as there is an opening, paying per diem until the beginning of the next full month, and paying for the increase in the tenth tuition payment. We discourage decreasing the number of days your child attends because the entire year's budget is based on September's enrollment. However, if you find it necessary to decrease the number of days or withdraw, a 30 day written notice is required. The payment of 1 month's tuition from the date of written notification will be due and there is no refund or adjustment made to the tenth/final tuition payment, paid at registration.

**DUE UPON REGISTRATION AND NON-REFUNDABLE:**

Registration Fee:		\$25 per child
Annual Membership Fee:		\$15 per family
10 <sup>th</sup> Tuition Payment:	2 days/week	\$144 per child
	3 days/week	\$216 per child
	4 days/week	\$288 per child
	5 days/week	\$360 per child

*No refunds will be given for these Registration charges, and these funds must accompany the Registration form to secure your child's place.*

**Please return the Registration form and fees outlined above to the Woods Hole Child Center, PO Box 504, Woods Hole, MA 02543**

After the Registration charges (Fees and the 10<sup>th</sup> payment) are paid, the 2016-2017 SCHOOL YEAR TUITION (8:45-12:00) PAYMENT OPTIONS are as follows:

ANNUAL (due first day of school in Sept.):	2 days/week	\$1297 per child paid once
	3 days/week	\$1946 per child paid once
	4 days/week	\$2595 per child paid once
	5 days/week	\$3243 per child paid once
TERM (due first day of school, Dec.1 <sup>st</sup> , Mar.1 <sup>st</sup> ):	2 days/week	\$432 per child paid three times
	3 days/week	\$649 per child paid three times
	4 days/week	\$865 per child paid three times
	5 days/week	\$1081 per child paid three times
MONTHLY (due 1 <sup>st</sup> of each month):	2 days/week	\$144 per child paid nine times
	3 days/week	\$216 per child paid nine times
	4 days/week	\$288 per child paid nine times
	5 days/week	\$360 per child paid nine times

**OPTIONAL ADDITIONAL PAYMENTS:**

Per Diem Days (8:45-12:00)	\$20.00 per day
Lunch Bunch (12:00-2:00)	\$12.00 per day

**SIGN UPS** for LUNCH BUNCH (12:00-2:00) are taken on a weekly sheet on the counter at the front of the school. It is first come, first serve with a maximum of 20 students each day.

LUNCH BUNCH PAYMENTS of \$12.00 per afternoon are tallied on each week's sign up sheet. They are paid separately from Tuition payments, and can be paid on a daily, weekly, or monthly basis. Lunch bunch payments which are more than 2 months in arrears will result in the exclusion of your child from that program until payment arrangements are made.

PLACE LUNCH BUNCH PAYMENTS **at least once a month** in the LUNCH BUNCH folder hanging above the front counter. Indicate on the check that the payment is for Lunch Bunch for your child.

Families choosing to have their 10 hours of maintenance duty waived must pay \$250 in addition to tuition. Place this payment in the TUITION folder, clearly marked as a maintenance waiver payment.

Families choosing to pay a substitute to work on their assigned Parent-Helper day pay \$35 directly to the substitute.