

2019-2020 ECC Tuition Policies

TUITION DUE DATES

- ★ Tuition is billed monthly for the same reserved weekly schedule throughout the month.
- ★ Tuition is due on the first of the month and prior to services rendered.
- ★ There will be a 5 day grace period for current families.
- ★ New families must pay the entire first month tuition amount and registration fee before starting care.
- ★ ECC does not provide “drop-in” options at this time.

PRORATING, VACATIONS, MISSED DAYS

- ★ ECC has specific pro-rating policies for each program:
 - **K-5th Grade- Before/After School (ages 5-12)** - Tuition **IS NOT** prorated when starting and ending care. Tuition is **NOT** pro-rated for ANY MONTHS - September, June, March, December, etc. Missed days, no school days, vacation days, etc. are non transferable and non refundable.
 - **Early Education/Fairfield Child Development Center (ages 0-5)** - Tuition **WILL BE** prorated on the first month of care. Tuition is **NOT** pro-rated or refunded during closures, for missed days, or when ending care. Early Ed. families can decide to take up to 2 weeks of discounted care for vacations (one consecutive week allowed per calendar month, up to 2 weeks per year)-See our vacation policy for further information.

TUITION AMOUNTS & SCHEDULES

- ★ All families must have and maintain an approved schedule to ensure adequate staffing. Schedules are reserved as follows:
 - **K-5th Grade- Before/After School (ages 5-12)** - Tuition is billed according to your set weekly schedule throughout the entire month (on days that school is in session). Families can pick-up anytime before 6pm on their scheduled days:
 - 2 days per week
 - 3 days per week
 - 4 days per week
 - 5 days per week

- **NOTE:** K-5th Grade families can add No School Days for a flat fee and drop-off/pick-up anytime between 7am-6pm.
- **Early Education/Fairfield Child Development Center (ages 0-5)** - Tuition is billed according to your set weekly schedule throughout the entire month:
 - Part-Time - 24 hours or less per week
 - Full-Time - 25 hours or more per week

SCHEDULE CHANGES & ENDING CARE

- ★ Schedule change and ending care/disenrollment requests must be submitted to the ECC office by/before the **15th of the month** AND will **take effect on the 1st** of the following month.

PAYMENT OPTIONS

1. Pay online using a credit/debit card (fees apply).
2. Pay online using free bank transfers - You must complete the enrollment form and submit to the ECC office at least 10 days prior.
3. Autopay using free bank transfers on the 1st of each month - You must complete the enrollment form and submit to the ECC office at least 10 days prior.
4. Drop of a check or money order (NO CASH PLEASE) to the locking tuition box at 1110 Fairfield Ave by ringing the doorbell at the entrance along Hawthorn (open from 6:30am-11:30am & 2pm-6pm, Monday through Friday).

LATE PAYMENTS, SUSPENSION & DISENROLLMENT

- ★ A \$25 late fee will be charged if tuition is not received in full by the **6th of the month**.
- ★ If tuition is still not received in full, care may be suspended on the **10th of the month**.
- ★ If tuition is still not received in full, care may be terminated at the **end of the month** and the entire owed amount for that month and previous months will be sent to collections along with any associated fees. Past due accounts will be ineligible for services at any of our ECC locations until the entire past due balance is received in full.