

Shady Lane School
Tuition Schedule July 1, 2011-June 30, 2012

Group	Half Day (HD)	Full Day (FD)	Extended Day (XD)
2's	\$690.00	\$971.00	\$1,027.00
3's	\$678.00	\$954.00	\$1,001.00
4's	\$665.00	\$940.00	\$979.00
Mixed Age Class (Two-year program for 3's, 4's & 5's)	-	\$940.00	\$979.00
Partners Class (Two-year program for 3's, 4's & 5's)	\$665.00	\$940.00	\$979.00

Tuition Policies

- All tuition is based on monthly rates as stated above. Tuition includes morning and afternoon snack.
- One of the most important policies we maintain to support the quality of the School's programming is a commitment to scheduling of educators that allows for a consistent staff presence in every classroom every day, regular meetings and teamwork involving all educators in each classroom, and a reliable schedule for our full- and part-time educators. We understand that every family and child has different needs, and acknowledge each family's choices regarding attendance at Shady Lane. However, in order to financially support our staffing commitments, tuition does not vary for children who attend fewer than five days per week. *In any event, each child's attendance schedule must be communicated to Shady Lane in writing.* Because program expenses for School programs are consistent even when your child misses time due to illness, vacation, etc. we cannot extend tuition credit for missed days.
- Tuition can be paid two different ways:
 - o Ten-Month Option: Parents/guardians who wish to pay in a lump sum for the ten months of the "school year" (September 1 through June 30) can make one payment equal to ten times the monthly rate. *Please contact Carolyn Simpson, Accounting Coordinator, by August 20 if you plan to use this option.* Ten-month payments made on or before August 31 will be entitled to a 2% discount.
 - o Monthly Option: Parents/legal guardians who do not choose the Ten-Month Option, and all families who attend in the summer months of July and August, must pay the monthly rate each month, on or before the first of the month.
- Families paying monthly can arrange to have their monthly tuition payment deducted directly from their checking account through auto-debit. Monthly auto-debits will be processed on the 3rd day of each month. Request forms to sign up for auto debit in the front office. Please note that auto-debit is not available in July, August and September.
- Families are encouraged to seek information on the Federal Child Care Tax Credit, CCIS and DPW child care subsidies, and Shady Lane School's scholarship opportunities by calling Shady Lane's Executive Director, Patrick Webster, at 412-243-4040. Students receiving government subsidy are governed not only by the payment policies of the funding institution, but also by the policies set forth in their Financial Agreement with Shady Lane School.
- **After the 10th of the month, if tuition has not been paid, your child(ren)'s attendance may be temporarily suspended pending receipt of payment or agreement to a formal payment plan.** If your family should have an unusual or emergency financial problem that may affect your prompt payment, please call our main office to talk with the Accounting Coordinator *before you miss a payment.* We can often arrange a payment schedule that will meet your family's needs.

- **All programs are available year-round. The School will be closed on the following dates:**

Independence Day	Monday 7/4/11	New Year's Holiday	Monday 1/2/12
In-Service Days	Tuesday-Friday 8/30-31 & 9/1-9/2/11	Martin Luther King, Jr. Holiday	Monday 1/16/12
Labor Day	Monday 9/5/11	In-Service Day	Friday 3/16/12
In-Service Day	Monday 10/10/11	Spring Holiday	Friday 4/6/12
Thanksgiving	Thursday & Friday 11/24-11/25/11	Memorial Day	Monday 5/28/12
Winter Holiday	Monday 12/26/11	In-Service Day	Friday 6/8/2012

- **A Holding Fee of \$100.00 per child** is payable if you temporarily withdraw your child from the program for one to three months (e.g., due to temporary family emergency). This fee is to be paid on the last day of your child's attendance. This is a non-refundable fee and is not applied to future tuition.
- **Other Fees and Deposits**
 - o **Annual Tuition Deposit:** New and returning students are required to pay a \$250 Tuition Deposit (\$50 for new children who receive CCIS Subsidy) to secure their enrollment with a new classroom in September, with the exception of returning students who receive outside subsidy to support their tuition. The Tuition Deposit is applied toward September tuition.
 - o **Annual Registration Fee:** New students must pay a Registration Fee of \$100. The Registration Fee for returning students is \$50. Registration Fees are non-refundable and due in September.
 - o **Additional Child Care Services:** Additional Child Care Services are available by prior arrangement only, with the approval of the School Director. The following flat rates apply for Additional Child Care Services:
 - Half Day child staying for Full Day schedule (as late as 3:00): \$18.00
 - Half Day child staying for Extended Day schedule (as late as 6:00): \$36.00
 - Full Day child staying for Extended Day schedule (as late as 6:00): \$18.00
 - o **Contractual Change Fee:** If you request a change in your child's schedule, tuition charges will be adjusted, and you will need to sign new Financial Agreement. A \$20 Contractual Change Fee will be added to your child's account.
 - o **Late Pick-Up Fee:** Your child's schedule will be noted on his/her Financial Agreement. If a child is picked up later than the ending time of his/her scheduled day without making prior arrangement using the Additional Child Care Services Form, \$1.00 will be charged to your account *for each minute* after scheduled pick-up time.
 - o **NSF Fee:** A \$40.00 charge will be assessed for each check or auto-debit returned unpaid due to non-sufficient funds.
 - o **Fee Waivers:** The Annual Registration Fee is waived for students receiving subsidy or scholarship.
- **Withdrawal:** When withdrawing from Shady Lane, thirty (30) days' written notice is required. Tuition will be charged through the 30th day after written notice is given or the last day attending, whichever is **later**.