



The Early Childhood Center at Memorial United Methodist Church

2019-2020 Tuition Policies

Registration Fee and Deposit

- Non-refundable Registration Fee for in-house, alumni & MUMC families (Per Child) **\$150**
- Non-refundable Registration Fee for new families (Per Child) = **\$175**
- Non-refundable Deposit (*Per Child*) = **\$250**

Multiple Child Discount: For families who enroll more than one child in a morning program, a 10% discount will be applied to the youngest child's tuition. This discount does not apply to our additional enrichment options (Before-School, Lunch Bunch, Creative Kids and After School Play Time).

MUMC Member Discount: A 10% tuition discount will be given to members of Memorial United Methodist Church. This discount does not apply to our additional enrichment options (Before-School, Lunch Bunch, Creative Kids and After School Play Time).

Early Payment Discount: If tuition is paid in full by April 1, 2019 or at time of enrollment (check-out), a **\$100** refund will be processed.

Tuition Assistance: We offer a limited number of need-based scholarships each year at the discretion of the Director. Applications are available in the school office.

Exclusion from the Program: Except at the discretion of the Director, your child will not be permitted to attend the program if your account is more than 30 calendar days past due. As soon as your account is returned to good standing, your child will be welcomed back to the program.

Payment Methods: Your credit card will be automatically charged according to the payment plan you selected during enrollment in our Sawyer System.

Late Pick-Up Charge: Dismissal is at 12pm for the half-day morning program, at 1pm for Lunch Bunch, at 3pm for Creative Kids, and at either 4pm or 5pm for the After-School Playtime. Please be prompt when picking up your child. If there is an emergency and you will be late, please call the office to inform us and we will tell your child's teacher. If there is a pattern of lateness (five or more minutes late on more than two occasions), a \$25 late pick-up charge will be applied to your account each time you are late starting at 12:05pm, 1:05pm, 3:05pm, and 4:05p/5:05pm. Again, we greatly appreciate your cooperation in picking up your child(ren) on time.

Waitlist: Parents will now have the option to be added to the waitlist in our Sawyer System and be notified via email when a spot becomes available.

Refunds:

- There will be no refund of the **Non-Refundable Deposit** or **Non-Refundable Registration** fee except in the case that a program is cancelled by ECC.
- Should you elect to remove your child from the school for any reason, written notice must be received by the Director before July 14, 2019 in order to receive an 80% refund of the tuition payments made.
- If written notice is received by the Director after July 14, 2019, no refunds will be made unless the class has a waiting list and the vacancy is subsequently filled by another child. In that event, the refunded amount will be the less of (i) 80% of eligible tuition payments, as defined above, and the (ii) pro-rated amount of tuition collected by the school in filling the vacancy. In no event will refunds be made after December 31, 2019. If the vacancy is not filled or if your child is withdrawn after January 1, 2020, you are still financially responsible for the remainder of the quarterly or monthly tuition payments through March 1, 2020.
- On occasion a child's best interest may not be met in our environment and we may find it necessary to make a referral for placement elsewhere. If we must make such referral you will be consulted by conferencing beforehand and we will involve our school personnel or consultants in the process. Tuition fees will be refunded on a prorated basis if a child's needs require placement in another setting.

Past Due Accounts: ECC reserves the right to refer all unpaid and past due accounts to a third-party collection agency or small claims court.