



5500 Campanile Drive
San Diego State University
San Diego, CA 92182-7800

619.594.6555
fax 619.594.6092
as.sdsu.edu

2025-26 Fiscal Year Billing Policy Agreement

Please sign and return the last page of this packet to the Front Desk.

Fee Updates: The SDSU Children's Center new monthly tuition rates will go into effect on **July 1, 2025**. Classroom changes for the 2025-26 school year will begin in August. For returning families, new rates for children enrolled in the preschool program returning for the 2025-26 school year will begin July 1. New rates for all other returning families will begin once your child begins in their new room for the next school year.

Infant Rates: For children moving from the infant cottage to the Koalas classroom, the Koalas classroom is considered an infant classroom until all the children reach 19 months with a 1:3 adult-to-child ratio. Hours of operation will continue to be 8 a.m. – 4 p.m. for that age group. In the month your child reaches 19 months is when your change to toddler rates will begin. Until then, they are considered an infant and will be charged the infant rates. When your child reaches 19 months, you may request a schedule change to arrive before 8 a.m. and/or leave after 4 p.m.

Non-Refundable Deposit: Preschool families who confirmed their enrollment in March for the next 2025-26 school year will be charged a non-refundable deposit equal to 50% of their monthly tuition in addition to their July billing with the new rate. This deposit will be credited towards their September 2025 invoice.

New enrollments to the program will be billed a **non-refundable payment** of one month's tuition is prior to the first day of enrollment.

Monthly Billing: Our year-round fees are calculated on a monthly average. Academic Year fees are also billed monthly but are calculated using the daily rate and the AY calendar. The criteria used in the calculation include days of operation & contracted schedule of days. Creating a set monthly fee for Year-Round families ensures a clearer process for both the Center and our families. Monthly fee rates remain the same each month, even if there are closure days or holidays.

Payments: Families are encouraged to set up an automatic payment with their banking information to pay monthly tuition. Payments are deducted from your account on the 16th day of each month. If the 16th falls on a weekend or holiday, then the payment will be deducted on the next banking business day. Please see the Front Desk staff for the "Automatic Payment" form.

Payments can also be made via check made out to Associated Students SDSU. Credit card payments can be made using MyProcure.com. If you have questions, call the Office Coordinator Kim Bryant at 619.594.3682.

Registration Fees: An annual registration fee of \$90 per child, maximum of \$180 per family, will be charged each October for Year-Round Program families. The Year-Round Program registration fee is prorated if enrolling after Oct. 1st each year. Academic Year families will be billed registration fees of \$30.00 per child at the beginning of each semester in the Fall and Spring. Summer registration fees for



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AY families will be billed at \$15.00 per summer session attended. The fee covers expenses for insurance, emergency preparation and classroom materials.

Extra Day Requests: Extra days may be available if space permits. Talk with your Supervising Teacher to determine if space is available. A “*Request for Additional Days*” form can be requested at the Front Desk. Fill out the form with approval by the Supervisor and you will be billed the following billing cycle. Fees are charged at a daily rate as listed below:

Infants: \$174 Toddlers: \$133 Transition: \$115 Preschool: \$100

Late Pick Up Fees: It is very important that you pick up your children by the close of the day. A \$6.00 fee is incurred the first minute after closing, with an additional \$1.00 per minute each additional minute late. Late pickup fees will be added to the next billing cycle. Families picking up late more than three times may have their pickup time adjusted earlier.

Late Payment: Tuition statements will be issued by the first of every month and are due upon receipt. Payments made after the 16th day of the month are considered late, and will be charged an additional \$25.00 late fee. Automatic bank withdrawals occur on the 16th of the month. Accounts with insufficient funds for automatic payments or returned checks will be charged an additional \$10.00.

Absences: There will be no compensation for absences. Missed days are not interchangeable with unscheduled attendance days. There are direct costs involved in planning for your child to attend on any given day that cannot be recouped if the child does not attend.

Vacation: After your child in the Year-Round Program has attended the Center for (12) consecutive months, you will be eligible to request a week of vacation credit that mirrors your child’s schedule. All requests must be submitted prior to the days you will be out of the Center. “*Vacation Request*” forms can be found in the hanging file up front. Families may request a vacation credit for only one week (mirroring your child’s schedule) each year beginning on the first of the month of the anniversary of your child’s enrollment date. Vacation days can be requested one or more at a time and do not need to be taken all at once. Vacation days do not rollover to the next year which begins each year on the first day of your child’s anniversary month. The credit will be reflected by the next billing cycle after the receipt of your written request. Please see the Office Coordinator with questions.

Changes to Schedules: “*Requests for Permanent Change in Schedule*” forms can be found in the hanging file by the Sign-In/Out computer. Return completed form to the Front Desk. Cottage Supervisors will approve requests based upon availability and are on a first in, first approved basis. To reduce your child’s schedule, this form must be submitted by the first day of the month, to be effective the first day of the following month.

Withdrawals: To withdraw your child, please complete and submit a “*Notification of Withdrawal*” form to the Front Desk for your Cottage Supervisor to review. Requests are to be submitted by the first day of the month, to be effective the last day of the month. Drops mid-month will not be prorated. Families are responsible for childcare fees for the full month whether or not your child attends.

Please feel free to ask questions about this information or anything related to the Center. Questions may be directed to the Front Desk. You will be able to set an appointment to meet with someone within the Center who can best answer your questions.

Year-Round Program Monthly Rates 2025-2026

	Non-Affiliated	Affiliated	Non-Affiliated	Affiliated	Non-Affiliated	Affiliated	Non-Affiliated	Affiliated
Cottage	Preschool	Preschool	Transition	Transition	Toddler	Toddler	Infant	Infant
Monday-Friday	\$1,622	\$1,391	\$1,865	\$1,559	\$2,145	\$1,792	\$2,819	\$2,413
MWF	\$1,132	\$974	\$1,305	\$1,091	\$1,501	\$1,253	\$1,973	\$1,644
TTh	\$809	\$695	\$933	\$778	\$1,072	\$896	\$1,410	\$1,174

Academic Year Program Daily Rates 2025-2026

Cottage	Daily Fee
Preschool	\$ 38.00
Transition	\$ 43.00
Toddler	\$ 48.00
Infant	\$ 68.00

Closure Dates for Year-Round Program 2025-2026

25-26 Month	Dates Closed 2025-2026	Holiday or Reason
July	Closed Friday, 7/4/2025	Fourth of July
Aug	Closed Mon-Weds, 8/18- 8/20/2025	Moving Days
Sept	Closed Mon, 9/1/2023	Labor Day
Oct	No closures	No Closures
Nov	Closed Tues, 11/11/2025 & Thurs-Fri, 11/27-11/28/2025	Veterans Day, Thanksgiving Holiday
Dec	Closed, Fri-Weds 12/19-12/31/2025	Winter Break
Jan	Closed Thurs, Fri 1/01-01/02/2026, Mon, 1/19/2026	Winter Break, MLK Day
Feb	No closures	No Closures
Mar	Closed, Tuesday ,3/31/2026	Cesar Chavez Day
Apr	No closures	No closures
May	Closed, Monday, 5/24/2026	Memorial Day
Jun	Closed, Friday, 6/19/2026	Juneteenth



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Please sign the attached **2025-2026 Fiscal Year Billing Policy Agreement** and return it to the Front Desk.

BILLING POLICY AGREEMENT FISCAL YEAR 2025-2026

I, _____, am the parent or legal guardian of the
Print Name Above

Child(ren) named below attending the SDSU Children's Center:

Print Name of child who will be attending

Print Name of child who will be attending

Print Name of child who will be attending

I have thoroughly read and understand the terms of the Billing Policy that will be effective for the 2025-2026 fiscal year. I agree to the conditions stated therein.

Print parent or guardian's Name

Signature of parent or guardian

Email address for monthly emails

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