2026–27 Fiscal Year Billing Policy Agreement

Instructions: Please read and review this document in its entirety. Upon completion, sign and return the last page to the SDSU Children's Center Front Desk.

Tuition Rate Updates

Annual tuition increases for the SDSU Children's Center occur at the start of each fiscal year. New monthly tuition rates for the **2026-27 school year** will be effective on **July 1, 2026**.

Classroom changes for the 2026–27 school year will begin on August 6, 2026, following the classroom closure for new school year preparation (August 3-5, 2026).

New rates for returning families will begin once your child transitions to their new classroom for the 2026-27 school year. For most, this will be on **August 6, 2026**. For second-year preschool families, new rates will begin on **July 1, 2026.**

2026-27 Tuition Rates

Year-Round Program Monthly Rates 2026-2027

	Non-Affiliated	Affiliated	Non-Affiliated	Affiliated	Non-Affiliated	Affiliated	Non-Affiliated	Affiliated
Cottage	Preschool	Preschool	Transition	Transition	Toddler	Toddler	Infant	Infant
Monday-Friday	$1,850	$1,586	$2,145	$1,792	$2,402	$2,007	$3,101	$2,654
MWF	$1,290	$1,110	$1,501	$1,253	$1,681	$1,403	$2,170	$1,808
TTh	$922	$792	$1,072	$896	$1,200	$1,004	$1,551	$1,291

Academic Year Program Daily Rates 2026-2027

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

Non-Refundable Deposit

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

Preschool families who have confirmed their enrollment in March 2026 for the next **2026–27 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 2026** invoice.

Monthly Billing

The Center's 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 SDSU Academic Year 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 of SDSU. Credit card payments can be made using MyProcare.com.

For questions, please contact Kim Bryant, SDSU Children's Center Office Coordinator by calling 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 AY families will be billed at $15.00 per summer session attended. The fee covers expenses for insurance, emergency preparation and classroom materials.

Additional 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 Center's

Front Desk. Fill out the form with approval by the Supervising Teacher 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

Families are expected to pick up their children by the designated program closing time. A $50.00 fee will be assessed beginning the first minute after closing, with an additional $25.00 charged for each subsequent minute late.

The Center is not staffed beyond program hours, and staff are often scheduled for training and professional development at the end of the day. Late pick-ups disrupt these activities and result in unplanned staffing costs. **Families who are late more than three times will be required to adjust their contracted pick-up time. Continued late pick-ups may result in suspension of services or disenrollment from the Center.**

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. Accounts with outstanding tuition beyond the next billing cycle will result in a temporary suspension of program attendance. Balances remaining unpaid for more than 30 days may result in disenrollment from the Center.

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 two weeks 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. You can return the completed form to the Center's Front Desk and Cottage Supervisors will approve requests based upon availability and 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.

Closure Dates for Year-Round Program 2026-2027

26-27 Month	Dates Closed 2026-2027	Holiday or Reason
July	Closed Friday, 7/3/2026	Fourth of July
Aug	Closed Mon-Weds, 8/3- 8/5/2026	Moving Days
Sept	Closed Mon, 9/7/2026	Labor Day
Oct	No closures	No Closures
Nov	Closed Wed, 11/11/2026 & Thurs-Fri, 11/26-11/27/2026	Veterans Day, Thanksgiving Holiday
Dec	Closed, Fri-Weds 12/21-12/31/2026	Winter Break
Jan	Closed Thurs, Fri 1/1-01/4/2027, Mon, 1/19/2027	Winter Break, MLK Day
Feb	No closures	No Closures
Mar	Closed, Tuesday ,3/31/2027	Cesar Chavez Day
Apr	No closures	No closures
May	Closed, Friday 5/14/2027 & Monday, 5/31/2027	SDSU Graduation, Memorial Day
Jun	Closed, Friday, 6/18/2027	Juneteenth

Please sign the attached ***2026-2027 Fiscal Year Billing Policy Agreement*** and return it to the Front Desk.

BILLING POLICY AGREEMENT FISCAL YEAR 2026–2027

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

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

_____
Print Name of child(ren) who will be attending

I have thoroughly read and understand the terms of the Billing Policy that will be effective for the **2026–2027 fiscal year**, and I agree to the conditions stated therein.

I understand that the tuition rates I am paying are based on the age group and teacher-to-child ratio of my child's assigned classroom. I acknowledge that updated fee schedules and agreements are issued annually each July.

The rates outlined in this agreement apply only to the **2026–2027 program year** and may be subject to change. Should any changes occur prior to the end of this agreement period, families will be notified in advance.

_____
Print parent or guardian's Name *Signature of parent or guardian*

_____
Email address for billing