



SDSU Children's Center
San Diego State University
San Diego, CA 92182-7800

619.594.7941
fax 619.594.6292
childcare.sdsu.edu

2017-18 Fiscal Year Billing Policy Agreement
Please sign and return the last page of this packet to the Front Desk.

Fee Updates:

The Children's Center new monthly tuition rates will begin July 1, 2017. Your monthly rate is determined by your child's weekly schedule and age group. Your tuition will change in July or August, depending on when your child is moving up.

July 7, 2017

A new group of Infants will begin in the Ducks
Ashley and her Ducks will move to Otters
David and his Otters will move to Seals
Andrea and her Seals will move to Elephants

In support of our commitment to Continuity of Care, the children moving from Chicks to Koalas in August will still be considered an Infant classroom until all of the children reach 19 months with a 1:3 adult to child ratio. Hours of operation will be 8:00-4:00. Until your child reaches 19 months, he or she is considered an Infant, with Infant rates in effect. Once your child reaches 19 months, you may request a schedule change to arrive before 8 am and/or leave after 4 pm.

August 18, 2017

A new group of Infants will begin in the Chicks
Rachel and her Chicks will move to Koalas
Bibiana and her Koalas will move to Pandas
Imelda and her Pandas will move to Whales

Giraffes and Dolphins will remain in Preschool West and become the Pre-K/TK group

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 of the AY calendar. Criteria used in the calculation include: Days of operation & Contracted scheduled days. Creating a monthly fee makes a clearer process for both the Center and our families.

Payments:

Families can elect to set up an automatic payment with their bank to pay for monthly tuition. Payments are deducted from your account by 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 automatic payment forms.

Families paying by check or money order can leave their payment at the Front Desk, or mail to:

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

Cash or credit card payments must be made at the Viejas Arena Box Office, located on campus at 55th Street. A non-refundable payment of one month's tuition is required prior to the first day of enrollment.



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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.

Extra Day Requests:

Extra days may be available if space permits. Talk with your Infant/Toddler or Transition/Preschool Supervisor to determine if space is available. A "Request for Additional Days" form can be obtained in the files by the Family Sign In/Out computer. Fill out the form with approval by the Supervisor and you will be billed on the following billing cycle. Fees are charged at a daily rate as listed below:

Infants: \$96 Toddlers: \$73 Transition: \$66 Preschool: \$60

Late Pick Up Fees:

It is very important that you pick your children up by the close of the day (4:00 pm for Infants, 6:00 pm for Toddlers-Preschool*). There is a \$6.00 fee incurred 1 minute after closing, with an additional \$1.00 per minute afterward. Late fees are added into the next billing cycle. Families picking up late more than 3 times may have their pick up time adjusted earlier. ***As of August 28th, 2017 our hours of operation will change for the Toddler-Preschool classrooms to 7:30 am to 5:30 pm.**

Late Payment:

Tuition statements are placed in family mail files by the 1st of every month and are due upon receipt. Payments made on or 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 day of the month. Accounts with insufficient funds for automatic withdrawal will be charged an additional \$10.00.

If you believe for any reason that you cannot pay your balance, you must make an Extended Payment request in writing. You will be asked to meet with the Office Manager to review your request. Any extended payment agreement must be approved by the Center Director.

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 twelve (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 by the sign-in/out computer. Families may request a vacation credit for only one week mirroring your child's schedule each fiscal year (July 1-June 30) on or after the anniversary of your child's enrollment date. The credit will be reflected in the next billing cycle after receipt of your written request. Please see Office Supervisor with questions.



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Changes to Schedules:

“Request for Permanent Change in Schedule” forms are located in the file by the Family Computer. Return completed form to the Front Desk. Cottage Supervisors approve requests based on availability and are on a first in, first approved basis.

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 must be submitted by the first of the each month to be effective the last day of that 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.

Please sign the attached 2017-18 Fiscal Year Billing Policy Agreement and return it to the hanging file outside your cottage for your Cottage Supervisor to approve prior to your child attending.

Thank you.

Year Round Program Monthly Rates 2017-2018

	Non-Affiliated	Affiliated	Non-Affiliated	Affiliated	Non-Affiliated	Affiliated	Non-Affiliated	Affiliated
Cottage	Preschool	Preschool	Transition	Transition	Toddler	Toddler	Infant	Infant
M-F	\$973	\$945	\$1,082	\$1,054	\$1,193	\$1,159	\$1,567	\$1,521
MWF	\$681	\$662	\$757	\$738	\$835	\$811	\$1,097	\$1,065
TTh	\$487	\$473	\$541	\$527	\$597	\$580	\$784	\$761

Academic Year Program Daily Rates 2017-2018

COTTAGE	Daily Fee
PRESCHOOL	\$38.00
TRANSITION	\$43.00
TODDLER	\$48.00
INFANT	\$68.00

Closure Dates for Year Round Program 2017-2018

Month	Dates Closed 2017-2018	Holiday or Reason
July	Closed, Tuesday, 7/4/17, & Friday 7/07/17	Fourth of July, Staff Development
Aug	Closed, Friday, 8/18/17	Staff Development
Sept	Closed, Monday, 9/4/2017	Labor Day
Nov	Closed, Friday, 11/10/17 & Th., Fri, 11/23-24/17	Veterans Day, Thanksgiving Holiday
Dec	Closed, F-F, 12/22-12/29/17	Winter Break
Jan	Closed, M,Tu, 1/1-1/2 and Monday 1/15/18	New Year's Day, Winter Break & MLK Day
Mar	Closed, Friday, 3/31/18	Cesar Chavez Day
May	Closed, Monday 5/28/18	Memorial Day
Other	Oct, Feb, April, & June	No Closures



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BILLING POLICY AGREEMENT FISCAL YEAR 2017-18

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

children named below attending the SDSU Children's Center.

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 2017-2018 Fiscal Year.

I agree to the conditions stated therein.

Signature of parent or guardian

Date

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Office use only below this line.

Received by _____

Date _____