

# Hampton Lane

## CHILD DEVELOPMENT CENTER

501 Hampton Lane, Towson, MD 21286 410/825-0008  
of Towson United Methodist Church

### FINANCIAL POLICY

The Hampton Lane Child Development Center sponsored by the Towson United Methodist Church is a non-profit organization interested in providing quality childcare. The budget depends on the annual income from registration fees and tuition. As a non-profit organization, the financial policy is reviewed annually and is subject to an annual increase.

### TUITION FEES

**EFFECTIVE: September 2021 -First Day of School is September 7<sup>th</sup>, 2021**

#### Two Year Old Classroom

Five Days	\$1230.00 per month
Three Days	\$ 854.00 per month
Two Days	\$ 594.00 per month

#### Three Year Old

Five Days	\$1142.00 per month
Three Days	\$ 773.00 per month
Two Days	\$ 529.00 per month

#### PRE-K Class

Five Days	\$1142.00 per month
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**Our Pre-K class is only offered five days a week**

#### Extra Days available for Part time students (2 or 3 day a week) who are currently enrolled

(Extra Days are offered only on a space available basis (dependent upon class ratio's) and must be pre-approved by the office)

Extra Day	\$69.00
Morning (8:30 - 1:00 PM)	\$35.00
Afternoon (1:00 - 5:00 PM)	\$35.00

**NOTE:** -We allow a ten percent reduction in lowest tuition for additional siblings.

-Monthly tuition is calculated as 1/12 of the annual tuition rate.

### REGISTRATION FEES

Registration Fee ( <i>Non-refundable</i> )	\$50.00
*Summer session only ( <i>Non-refundable</i> )	\$30.00 (new students)
*First Month's ( <i>Non-refundable</i> ) Tuition payment (Must accompany a signed contract)	(1) month's tuition - (see rates listed above)
Tuition Deposit (due on or before the first day of school) (refunded with 30 days written notice of withdrawal)	(1) month's tuition - (see rates listed above)
*Reduction of Enrollment (One month's notice is required) ( <i>Non-refundable</i> )	\$25.00

Tuition payments are due IN ADVANCE. Payment is due on the first day of each month. Parents are expected to make regular payments in advance and **will not** be billed. Full payment is due for each month the child is enrolled, regardless of holidays, emergency and weather related closings or absence. We reserve the right to change tuition without notice.

Monthly tuition payments are due on or before the first day of each month. A \$25.00 late fee will be charged for any monthly tuition payment received after the 7<sup>th</sup> of the month. If monthly tuition fees (including any applicable late fees) are not received at the center by the 7<sup>th</sup> of the month, the child may not be allowed to attend the program. The child's space may be forfeited after two weeks if the late payment and payment owed for the unattended weeks is not received.

A late fee will be charged whenever a child is picked up after the Center's closing, which is (*Currently 5:00 p.m.*) by the Center's office clock. The cost will be \$10.00 for the first five minutes (or portion thereof), and a dollar/minute thereafter. This will be billed the following day, is due immediately, and goes directly to the teachers.

**Vacation Credit:** Vacation credit is available only to children who are enrolled on a full-time basis (5 days a week), for the entire school year of 52 weeks, which begins the first school day of the School Year in September and continues through the last day of the Summer Session. Children entering after September 7, 2021 will not be eligible for vacation credit. Credit is given the last two weeks of the Summer Session and is not cumulative from year to year. If you decrease your child's schedule to part time during any part of the year (Labor Day to the following Labor Day, one month's notice and Director's approval is required) you will no longer be eligible for vacation credit during that year. Vacation credit is limited to two weeks, each week should be (5) consecutive school days of vacation away from the Hampton Lane CDC.

**Vacation credit(s) will be applied to the August statement for full time students only.**