



## Early Childhood Center Student Parent Enrollment and Fee Policies

The Jefferson College Early Childhood Center is state licensed and Missouri Accredited to accept children 24 months through 12 years of age. All required forms must be completed and on file at the Center, and the registration/re-enrollment fee paid prior to attendance. **Please read the fee policies and procedures carefully.** If you have questions please ask for clarification from Center office personnel.

**Enrollment-To be eligible for *student scheduling*, parents must be enrolled in day classes (a minimum of 6 credit hours) at Jefferson College. The JCECC reserves the right to limit part-time, flexible scheduling that corresponds with the student's official class schedule.** A current copy of the parent's official class schedule must be submitted upon enrollment each semester. It is expected that parents will notify Center personnel if not attending the scheduled class or if leaving campus. An emergency contact listed on the enrollment form should be available for Center personnel to call if the parent is not available.

Billing begins with the start date indicated by the parent on the schedule form and will run through finals week.

**Enrollment Fee-** A \$30.00 non-refundable registration/re-enrollment fee is required for each semester or intersession in which a child attends.

### **NO REFUNDS OR CREDITS FOR ABSENCES or FOR DAYS WHEN COLLEGE CLASSES ARE NOT IN SESSION.**

Parents are billed based on a semester schedule established at the beginning of each enrollment period. Semester charges include holidays observed by the College. Center closings are listed in the Family Handbook and will be posted on the front door, on the sign-in computer, and noted in newsletters. The *no refund or credit* policy applies to absences for any reason and also includes EMERGENCY CLOSINGS and INCLEMENT WEATHER CLOSINGS..

The Center is open occasionally when college classes are not in session (ex: Spring Break, District Music Contest, etc.). Parents are encouraged to utilize services on these occasions.

**Schedule Changes-**A copy of the parent's revised class schedule must be submitted with the schedule change request form. *Schedule changes will be made based on class schedule changes ONLY and must be requested in writing by the parent/guardian on the appropriate form.* Schedule changes will be made effective on Monday of the week following the request (space/staff permitting).

**Drop-In Care-**Drop in care is an option to be considered for occasional or emergency use, not to be used in place of scheduled care. **To insure space/staff availability, please phone the Center prior to arrival.** The Center strictly adheres to appropriate ratios for the safety of the children and there are no exceptions to this policy. See Schedule Options (fee sheet) for cost of drop-in care. Discounts do not apply to drop-in care.

**FINALS WEEK** – Semester fees are calculated to include the full week of Finals. It is expected that students will continue enrollment through Finals Week. Students will be billed the same weekly charge for finals week as was billed for the semester. **Withdrawals are not accepted for the last regular week of classes or for Finals Week.**

**Withdrawal-**A minimum of one full week's written notice (Monday through Friday) , must be submitted to Center office personnel when withdrawing a child from the program. Billing can extend two weeks beyond last date of attendance, without proper notice. Withdrawals are not accepted by telephone. **Withdrawals are not accepted for the last regular week of classes or for Finals Week.**

**Billing/Payment-** Families are expected to **pre-pay** for childcare services by noon on Tuesday of each week in which services are provided.

Payment Locations/Options:

- Cashier window in the Student Services Building, cash, money order, or check.
- Money Order or check can be left in *drop box* locations (Early Childhood Center and ATS Classroom).
- Mail check or money order (include V Number) to: Attn: Cashier, Jefferson College, 1000 Viking Drive, Hillsboro, MO 63050.
- Online at [www.jeffco.edu](http://www.jeffco.edu), access through your MyJeffco account.
- Please include your college identification (V) number on your check.
- Use black or blue ink when writing checks.
- All returned checks incur a \$30.00 returned check fee.

Checks are made payable to *Jefferson College*. Weekly bills are not provided to families unless there are additional accrued charges such as late fees, failed sign in/out's, or outstanding charges. The weekly childcare fee is provided to families at the beginning of the semester. This is the amount that the family is responsible to pre-pay weekly.

The semester fee can be pre-paid in full, on a monthly or weekly basis. Refunds for early withdrawal will be pro-rated, based on the percentage of the month used, if the month was pre-paid in full. Payment for the first week is expected in the Business Office prior to, or on the first date of attendance.

Overdue accounts are subject to termination of childcare services. To continue receiving services, past due charges must be paid in full, to include time not attending, and a deposit equal to one week of tuition will be required. When services are denied due to non-payment, a paid receipt from the Cashier must be provided to childcare staff upon returning.

*Jefferson College reserves the right to charge a late payment penalty fee.*

**Please note: transcripts/grades will not be released until all fees associated with Jefferson College (including childcare charges) have been paid in full.**

**Secure Door Access-**An initial, a one-time fee of \$10.00 per key fob (maximum two per family) will be added to the following weeks child care account. The cost is \$10.00 to replace a lost fob.

A \$5.00 *reminder* fee will applied to the account for every third time a fob holder must be buzzed in to the building. *See Secure Door Access Policy in Family Handbook.*

**Late Fees-** Late arrivals are subject to a \$10.00 fee (per child) for each 10 minutes (or any portion thereof) past 5:30 p.m. This fee must be paid prior to the child's next day of attendance.

**Failed Sign In/Out-**Family members failing to sign in or out on either the classroom sheet or the computer will initially be given a written reminder of the policy. Any day thereafter in which there is a failed sign in/out, a \$2.00 charge will be assessed. See, "Arrival and Departure" in Family Handbook.

**School Age (Before and After School)-**School age children regularly scheduled for the A.M. session will attend at the reduced "currently enrolled" rate when their school has an "early out". *See fee schedule.* The regular weekly before school charge also apply.

School age children regularly scheduled for the P.M. session will attend at the overtime fee of \$4.00 per hour when their school has an "early out". The regular weekly after school charge will still apply.

For scheduled school closings, the reduced rate "currently scheduled" rate will apply in addition to the weekly before and/or after-school charges.

**DSS Childcare Assistance-**The Center accepts families eligible for Mo. Dept. of Social Services (DSS) child care assistance. The DSS childcare subsidy is a program available to parents meeting the income eligibility guidelines. To find out if you are eligible for childcare assistance, contact the DSS Childcare Division at 636-797-9601. Eligible families are responsible for completing sign-in sheets **daily** as required by DSS and are responsible to pay childcare charges not covered by DSS.