**Shalom Children’s Center Billing Policies 2016-2017**

**Tuition**

Fees will be charged based on enrollment schedule, rather than actual attendance. Tuition will not be reimbursed or discounted for absences due to vacation or illness. Tuition will not be credited or discounted due to the JCC’s closure for inclement weather. Annual tuition is broken into 12 monthly payments. Tuition is pre-billed and payment is due by the 15th of each month.

* If payment is not received by the 15th of the month, a late fee of 5% will be charged.
* A 2% discount will be applied when 6 months of tuition is paid in advance.

Each family must have a valid credit card on file. Any outstanding balances past 45 days will be charged to your credit card.

**Annual and Summer Enrollment**

Children are enrolled for a 12-month period, with the school year beginning in mid-August as per the Asheville City Schools calendar.

* Families who decide to take off from the JCC early childhood education program during the summer months must notify the JCC by the re-enrollment deadline in mid-April and must pay a retainer fee of 25% of summer tuition in order to hold their child's space in the program for the new school year.

If these conditions are not met, the JCC cannot guarantee that space will be available in August. Children who graduate from Shalom Pre-K in June can choose to enroll in the summer Pre-K program.

**Schedule Changes**

All schedule change requests must be made in writing to the Early Childhood Education Director by the 15th of the month and will go into effect on the 1st of the following month. Only one schedule change is permitted each year. Every change thereafter will incur a $100 fee.

* If a family fails to give 2-weeks advance notice of withdrawal, a penalty of 2-weeks tuition will be charged.
* We do not prorate tuition on a daily basis. When enrolment, withdrawal, or schedule change, occurs during the month, we will bill tuition for the ½ or full month based on date of change.

**Additional Fees**

The JCC does not offer drop-in care for unscheduled days. However, in the event of an emergency, we may be able to accommodate your child in our program. Unscheduled attendance will be charged a full day rate of:

* Hilde’s House - $70
* Shalom - $60
* Shalom - Half day (extend am schedule to stay for nap) - $45

**Late Pickup**

For those on a part-time (7:30-1:00) schedule, the full day rate will be applied on any day that a child is picked up after 1:30 pm. After 6:00pm a separate sign out sheet is placed at the front desk.

* Parents who pick up their children later than 6:00 pm will be billed and invoiced at a rate of **$1 per minute with a $5 minimum**.