



Apple Academy Learning Center

1845 and 1847 Main Street • Centerville, MN 55038

Tuition & Registration Policies

Registration and Tuition Fees:

Parents and children are strongly encouraged to visit the program before enrollment. The parent(s) will have the opportunity to see our program, meet the staff, and receive the necessary registration information. The parent(s) must return the completed registration forms on the day of enrollment.

An \$80 per family non-refundable registration fee is due at the time of enrollment. This registration fee will hold a position for 60 days. If you wish to reserve a position for a start date beyond 60 days, pre-payment of the first week is required. This pre-paid amount may be refunded if you provide a one month notice in writing that you will not be starting the program.

All tuition is due in advance. On your child's first day of attendance, the tuition for the first two weeks is due in full. Tuition is due every week thereafter. Tuition must always be pre-paid. (Other options may be available...please consult with a Director.) Fees for all children are due on the first day of attendance each period, by 6pm. Children will not be admitted to the center if fees are not current. You may lose your enrollment if fees are not current. THERE IS A \$10 PENALTY FOR ALL PAYMENTS RECEIVED AFTER 6PM ON THE DAY THAT THEY ARE DUE. (Remember, you must always be pre-paid).

APPLE ACADEMY CLOSSES AT 8PM. PARENTS WILL BE CHARGED \$10 FOR PICK UP AT 6:05 AND \$1 PER MINUTE THERE AFTER. THE LATE FEE MUST BE PAID BEFORE THE CHILD IS READMITTED ON HIS/HER NEXT SCHEDULED DATE OF ATTENDANCE.

RECEIPTS:

If you would like a receipt for tuition payments, please write the word "receipt" in the memo of your check, and we will be happy to provide one for you. All customers will receive a yearly receipt detailing child care expenses for the previous year, by January 30th. We are also happy to complete any dependent care reimbursement forms required by your employer. Please submit them in the payment box with payment and I will return them in your family's file.

MEALS:

All prices include breakfast, lunch and snack, provided your child is in attendance during our meal times. We would love to be able to accommodate all meal schedules, however because of staffing limitations, the children must eat together at specified times. We have set up the following guidelines so that you will not have to question whether or not your child(ren) will be served a meal at the center:

BREAKFAST: If the child is at the center by 8am, they will be served breakfast.

LUNCH: If the child is at the center by 11am, they will be served lunch.

SNACK: If the child is at the center by 3pm, they will be served a snack.

DINNER: If the child is at the center past 6:15PM; they will be served dinner.



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ABSENCES AND ILLNESSES:

Because our program and licensing regulations requires us to engage staff based on the number of children enrolled. Leaves of Absences may be granted for the birth of a new baby, or for extended absences due to illness. You should consult with the director to discuss holding fees if you are interested in an extended leave of absence.

IT IS THE PARENTS RESPONSIBILITY TO INFORM THE CENTER IF YOUR CHILD WILL BE ABSENT. Please contact the center as early as possible and inform the staff that your child will not be in attendance. You must also notify the center if your child has a contagious illness, so that other families may be notified.

SNOW DAYS/POWER FAILURES/EMERGENCY CLOSINGS:

In the event that the center declares a snow emergency day, an announcement will be made on WCCO radio. You may also contact the directors to inquire about snow emergency days if you have any questions. Please listen to WCCO radio for more information. Full tuition is charged if the center is closed due to bad weather, power outages, or other emergencies.

WITHDRAWAL/CHANGE IN ENROLLMENT

Upon enrollment in the program, parents must submit an Enrollment Agreement specifying the dates and time their child will attend, full or part time. REGARDLESS OF ACTUAL ATTENDANCE, TUITION MUST BE PAID FOR CONTRACTED DAYS. If you need to add an additional day, you may do so if space is available, and you will be billed separately for the additional day. Part time clients may not "switch" days of attendance without prior approval from the director.

HOLIDAYS:

We are closed on the following Holidays:

New Years Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day and the Friday after

Christmas Eve Day

Christmas Day

Staff Training Day – President's Day

Full tuition is charged for Holiday weeks. If the holiday falls on a Saturday and/or Sunday, Apple Academy will be closed either on Friday and/or Monday.



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VACATIONS

Each family is allowed up to two weeks of vacation time per calendar year (January through December) after being enrolled for 6 consecutive months. Children enrolled full time, five days per week, are allocated 10 total vacation days. Children enrolled part time, are allocated the number of days they attend per week times two. (For example, a child who attends MWF will be allowed 6 total vacation days per year, or two weeks off).

Vacations may be taken in blocks of a week at a time, or they may be taken in blocks as short as one day at a time. We realize that families are not always able to escape for an entire week, and we want you to have the option of escaping several times a year, if only for a three day weekend! Everyone has his or her own perception of vacation—you define yours!

Finally, because we engage staff members based on enrollment, vacation must be requested in writing, at least one full week prior to the first day of the vacation. Full tuition will be charged for any absences not requested in writing one week in advance.

If a child is absent for more than two weeks without payment of the regular weekly fee, the child may be dropped from the enrollment list and the vacancy may be filled. In order to be re-enrolled, an opening will have to be available, and a new registration fee paid.

Vacation days do not transfer over to the following year.

Contact Apple Academy Learning Center for a current tuition & fee schedule.

ADDITIONAL INFORMATION

- Parent supplies all diapers, wipes, formula and baby food. Any special dietary needs should be discussed with the directors.
- There is a 10% discount off the lowest priced program for families with two or more children enrolled in the program.
- There is an \$80.00 registration fee per family.
- The School District provides bus transportation to and from Centerville Elementary Schools and we provide transportation to Hugo Elementary.
- School Release Days (K & Up): Additional charge/day. Please see Director for amount.
- All school age children are charged a higher rate in the summer.