



## **DANIEL DAYCARE ENROLLMENT & TUITION**

**August 2022- July 2023**

### **Enrollment Steps:**

1. **Meet with the Daycare Director (for new families)** to take a tour of the daycare, go over paperwork, discuss any questions you might have, and see if there is space available for your child or if your child needs to go on our waiting list.
2. **Decide on your BASE schedule.** For example, you might choose to bring your child every M,W,F from 8:00-5:00. This would be your BASE schedule that would repeat every month. We ask that you do your best to keep this BASE schedule for the August 2022-July 2023 daycare school year, however, if you need to change your BASE schedule at some point during this school year, you would simply request a new BASE Schedule Request Form and submit to the Daycare Director for approval. Approval will be given if we are able to accommodate the request based on the number of children in the class and staffing in your child's classroom.
3. **New or Re-Enrolling Families: Submit Fees/Paperwork** (The Enrollment Fee/Deposit is \$300: \$150 for an application/admin fee, \$150 as a deposit that will go towards your first month's tuition). **\*Please note that there is a two day minimum attendance requirement. Tuition is billed on the first of each month for the entire month. Tuition is due on the 15th of each month or a small late fee will be added.**

### **FULL TIME** (4.5+ hours/day)

	5 DAYS	4 DAYS	3 DAYS	2 DAYS
<b>Infant Classroom</b>	<b>\$275/week</b>	<b>\$230/week</b>	<b>\$175/week</b>	<b>\$120/week</b>
<b>One Year Old Classroom</b>	<b>\$265/week</b>	<b>\$220/week</b>	<b>\$165/week</b>	<b>\$115/week</b>
<b>Toddler Classroom (Ages 2-3)</b>	<b>\$250/week</b>	<b>\$210/week</b>	<b>\$160/week</b>	<b>\$110/week</b>
<b>PreK Before/After Care &amp; Fridays</b>	<b>\$75 per Friday</b>	<b>\$5/half hour</b>	<b>\$5/half hour</b>	<b>\$5/half hour</b>

### **PART TIME** (4 hours or less/day)

	5 DAYS	4 DAYS	3 DAYS	2 DAYS
<b>Infant Classroom</b>	<b>\$175/week</b>	<b>\$150/week</b>	<b>\$115/week</b>	<b>\$85/week</b>
<b>One Year Old Classroom</b>	<b>\$165/week</b>	<b>\$140/week</b>	<b>\$110/week</b>	<b>\$80/week</b>
<b>Toddler Classroom (Ages 2-3)</b>	<b>\$160/week</b>	<b>\$135/week</b>	<b>\$105/week</b>	<b>\$75/week</b>
<b>PreK Before/After Care &amp; Fridays</b>	<b>\$50 per Friday</b>	<b>\$5/half hour</b>	<b>\$5/half hour</b>	<b>\$5/half hour</b>

# **DANIEL DAYCARE BASE SCHEDULE REQUEST FORM**

**August 2022-July 2023**

Child's Name: \_\_\_\_\_

Child's DOB: \_\_\_\_\_

Child's Current Classroom (circle one): Infants   Ones   Toddlers   Pre-K (Before/After/Friday Care)

**Choose Your Base Schedule and Part or Full-Time Preference:**

- ☐ Part-Time Care (4 hours or less per day)  
☐ Full-Time Care (4.5 hours or more per day)  
☐ 2 Days  
☐ 3 Days  
☐ 4 Days  
☐ 5 Days  
☐ Pre-K Families (Circle those that apply): Before School Daycare   After School Daycare   Friday Daycare

**\*Please record your drop off and pick up times for your BASE schedule below. Please try to be as accurate with times as possible to ensure proper staffing. This is intended to be your child's permanent/repetitive BASE schedule for the entire Daniel Daycare August 2022- July 2023 School Year:**

<b>*2 days minimum required</b>	<b>Drop Off Time</b>	<b>Pick Up Time</b>
<i>Mondays</i>		
<i>Tuesdays</i>		
<i>Wednesdays</i>		
<i>Thursdays</i>		
<i>Fridays</i>		

**I understand that I will be billed for \$\_\_\_\_\_ (please fill in) per week (multiplied by the number of weeks in the month/billing cycle) on the 1st of the month. I agree to pay this amount in full by the 15th of each month and understand that if it is not paid in full then a late charge will be added. I also understand that if this amount is not paid in full by the end of the month I will be asked to keep my child home until my account is paid in full. I understand that this BASE schedule isn't something that is meant to be changed month to month, but is intended to be my child's ongoing BASE schedule from August 2022-July 2023 (the daycare school year). I also understand that if I do need to change this BASE schedule, I must submit a new BASE schedule request form and approval can only be given if my request can be accommodated based on the staffing and classroom space available. However, I also understand that I do have some flexibility in requesting to switch days or add on additional days during any given month if the daycare is able to accommodate those requests based on numbers and staffing. I understand I will be billed on the following month accordingly for any additional days added during the month. I understand I am responsible for paying for my scheduled care. I understand I am responsible for paying a minimum of two days per week whether my child attends or not (Ex: If your family is on vacation for a week during the summer, you would still be responsible for paying for two days). I understand I am responsible for paying for care I scheduled even if my child is out sick or absent. I understand that if my child is exiting care, I need to turn in an Exit Form by the 15th of the month prior to the month my child will be exiting care to avoid being charged for the following month my child will no longer be in attendance. I also understand that if my child exits care, then I will have to re-pay the enrollment fees if I decide to have my child come back/re-enroll at a later date.**

Parent Name(s): \_\_\_\_\_ Parent Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_