FREQUENTLY ASKED QUESTIONS: HOWELL BRANCH ACADEMY

What are your hours? We are open from 6:30 a.m. to 6:00 p.m., Monday through Friday, excluding holidays. Care for children aged six weeks to 24 months old begins at 7:00 a.m. If you are running late for drop off (after 9:00 a.m.) or pickup (after 6:00 p.m.), let us know. We cannot accept children who arrive after 9 a.m. without prior notice. After the first late pickup we charge $1.00 per minute, per child past 6:05 p.m.

When is tuition due and what is included? Tuition is due by Friday 11:59 p.m. for the upcoming week. Tuition includes healthy snacks in the morning and the afternoon, a hot healthy lunch, all learning materials, as well as diapers and wipes for all New Learners, Early Learners, and Early Preschool Program participants. (For children enrolled in our Preschool through School Age Programs, a diapering fee of $15 a week is required for any child who requires diapers or pull-ups.)

New Learners Program	Early Learners Program	Early Preschool Program	Preschool Program	Pre-kindergarten Program (full day)	Only before **or** only after school	Before & after school	School-age (full day)	School-age (full day; per week)
$310	**$300**	**$290**	**$275**	**$270/$245**	**$100**	**$110**	**$50**	**$215**

What if I forget to pay tuition for the upcoming week? Everyone forgets, so your first late payment is forgiven. After your first late payment, a $30 late fee will be applied to your account. If you have not paid for the week by Tuesday morning the system will block your ability to sign your child into the center. You can then pay by credit card at the front desk to have the system release the hold on your account.

What time is breakfast served? We offer milk and cereal each morning from 6:30 a.m. until 7:25 a.m.

Do you charge other fees? Yes, our one-time enrollment fee is $80. To reserve your child's spot for an available opening a nonrefundable reservation fee equal to one-week's tuition (see chart above) and the enrollment fee ($80) is required. Upon enrollment your reservation fee will be credited to your account. An annual materials fee of $96 is due September 1 each year and is prorated when you initially enroll.

Do you offer any discounts for families with multiple children? Families with two or more full time children enrolled in our New Learners Program through our Pre-kindergarten Program are given a 10 % discount off the oldest child's tuition and 5% discount off the second oldest child's tuition. (This discount does not apply to children enrolled in the school age programs.)

What else do I need to know?

- After 30 days from first date of attendance, your child must have an unexpired certificate of immunization (DH 680) and a School Entry Physical (DH 3040) in his/her file. As a licensed facility we are required to keep current versions of these forms in your child's file at all times.
- Toys brought from home are considered donations to Howell Branch Academy.
- Snacks and lunch are provided for children attending our full day programs. Please speak to the director if special dietary arrangements need to be made.
- If your child seems ill, please respect the health of our staff and families by making other arrangements for your child's care. If you need us to administer medicine to your child while in our care, please contact the director so you can bring the needed medication in the appropriate container and complete the necessary form.
- Please send a complete change of clothing clearly marked with your child's name. For all children sleeping on cots for naps, we encourage you to send a fitted sheet, small blanket and cuddly object labeled with your child's name for your child to use during naps.
- Half day or partial week attendance pays full day weekly rate.