

## HOWELL BRANCH ACADEMY - Facts Sheet

**HOURS:** 6:30 a.m. to 6:00 p.m., (Six weeks to 24 months old 7:00 a.m. to 6:00 p.m.) Monday through Friday, excluding Holidays. No drop-offs between 9:00 a.m. and 2:00 p.m.

**LATE PICK-UP FEE:** \$1.00 per minute, per child\* past 6:00 p.m. (\*Six weeks to 24 months old past 6:00 p.m.)

**TUITION:** Tuition is due on Friday for the following week. Full day prices include a morning and afternoon snack and lunch, diapers and wipes for infants and toddlers. **Children will be moved to classrooms depending on developmental levels and space availability. Tuition is paid according to room rate.**

**LATE FEES:** A \$25 late fee for payment on Monday. After Tuesday, you must discuss payment with Director.

**BREAKFAST:** Served daily, prior to 7:25 a.m.

**ENROLLMENT FEE:** Initial enrollment fee is \$35. A payment for first and last week is required before starting. An annual registration fee of \$53 is due on September 1. A re-enrollment fee of \$30 will be charged if you re-enroll after six months.

**FAMILY DISCOUNT:** Two or more full time children (Infant class through Pre-K only), 10 % discount off the least expensive tuition.

### TUITION SCHEDULE

No. of Days per week	Infant Room	Pre-Toddler Room	Toddler Room	3's Room	Pre-K Room	After School *	Before School	Before & After *
<b>5</b>	<b>\$225</b>	<b>\$220</b>	<b>\$215</b>	<b>\$200</b>	<b>\$195</b>	<b>\$67/\$62</b>	<b>\$67</b>	<b>\$77</b>

**\* School Age prices shown are for five-day weeks with full school days. There will be an additional charge for pickups on days that end before the regular time.**

**School Age - Elementary School Vacations: Rate is \$58 per day or \$185 per week. (\$53 per day or \$150 per week if Pre-Registered)** Price includes two snacks per day and any field trips planned. Lunch is not provided. Parents are expected to pack a lunch each day for their child.

**GUIDELINES:** Highlights from Parent Handbook

- 1) We always appreciate parent involvement and visitation. Please be sensitive to your child's program and daily routine and plan your visit accordingly.
- 2) For the safety of your child, families must escort and log their children in and out of the center.
- 3) Please bring your child's immunization form and physical form at time of enrollment.
- 4) No toys (especially guns or any other weapon-type toys or clothing) will be allowed into the center. Do not bring food for your child. Snacks and lunch are provided for all except School Age, who must bring their own lunch. Please speak to the Director if special dietary arrangements need to be made for religious observances or allergies.
- 5) If your child appears ill, please do not bring him/her. Health and medical forms must be signed to administer medicine to your child.
- 6) Please bring a complete change of clothing clearly marked with your child's name. We encourage you to bring a small blanket from home for your child during naptime.