



# 2024-2025 Tuition Rates

Effective in January 2024 for New Families and in September 2024 for Currently Enrolled Families

Infants & Toddlers		
6 weeks - 24 months		
2 days/wk	\$96/day	<b>\$192/week</b>
3 days/wk	\$96/day	<b>\$288/week</b>
4 or 5 days/wk	\$90/day	<b>\$450/week</b>

Twos & Jr. Preschool		
24 months - 35 months		
2 days/wk	\$86/day	<b>\$172/week</b>
3 days/wk	\$86/day	<b>\$258/week</b>
4 or 5 days/wk	\$80/day	<b>\$400/week</b>

Preschool & 4K		
3 years - 5 years		
2 days/wk	\$81/day	<b>\$162/week</b>
3 days/wk	\$81/day	<b>\$243/week</b>
4 or 5 days/wk	\$75/day	<b>\$375/week</b>

School-Age	
6 years - 12 years	
Before & After School	<b>\$16/hr</b>
School Year Drop-In	<b>\$70/day</b>
Summer Camp	<b>\$65/day</b>

**TUITION DEPOSIT:** A contracted start date accompanied by a deposit equal to one-week's tuition is required to confirm enrollment and hold a space. This tuition deposit will be used towards the child's first planned/contracted week of care at Apple Ridge Academy. If the family does not begin on their contracted start date, the tuition deposit will be forfeited, and future enrollment space will not be saved. The tuition deposit is non-refundable, under any circumstances.

**ENROLLMENT FEE & RE-ENROLLMENT FEE:** A non-refundable enrollment fee of \$100 will be charged to each family upon initial enrollment to confirm enrollment and hold a space. If the family does not begin on their contracted start date, the enrollment fee will be forfeited, and space is not guaranteed. The enrollment fee is non-refundable, under any circumstances. An annual non-refundable re-enrollment fee of \$50 will be charged at the beginning of the fall session in September to all currently enrolled families that begin attending Apple Ridge Academy before June of the same year.

**LUNCH PROGRAM:** Breakfast and snack are included in the tuition cost for all children eating table foods. Lunch is available to children eating table foods for an additional \$3/day. Families may enroll in the lunch program by contacting the Administrative Assistant and/or using the "Hot Lunch Sign Up" Form available to families. Families enrolled in the lunch program on an automatic, recurring basis may request credit for any lunches that their child does not have at Apple Ridge. It is the families' responsibility to request this credit by contacting the Administrative Assistant. No lunch credits will be issued after two weeks. If a parent does not provide a lunch for their child, Apple Ridge lunch will be given, and the family's account will be charged accordingly.

**ADDITIONAL FEES:** If a child is picked up after 6pm, a Late Pick-Up Fee will be charged to your account: \$5 per child for 1-5 minutes, \$10 per child for 6-10 minutes, \$15 per child for 11-15 minutes, etc. Additional fees may apply for field trips/ special activities in which advance notice will be given.

**FEE INCREASE:** An annual fee increase will occur each year, typically at the beginning of the fall session (late August, early September). Written notice of the tuition fee increase will be given to currently enrolled families well in advance.

**\*\*\*Please Refer to Apple Ridge Academy Payment Policies & Procedures for Complete Policies\*\*\***

## Tuition Rate Acknowledgement

Child(ren)'s Name(s): \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

# Apple Ridge Academy

# Payment Policies & Procedures



Effective January 2024

**ENROLLMENT CONTRACT:** All families enrolled at Apple Ridge Academy must submit an Enrollment Contract prior to enrollment and maintain a current Enrollment Contract on file at all times. The Enrollment Contract includes children's information, family information, lunch selections and the child's contracted schedule of attendance. If at any time a child's schedule of attendance changes, a new Enrollment Contract must be submitted. Each enrolled family will complete a new Enrollment Contract (at minimum) once per year at the start of the fall session.

**TUITION DEPOSIT:** A contracted start date accompanied by a deposit equal to one-week's tuition is required to confirm enrollment and hold a space. This tuition deposit will be used towards the child's first planned/contracted week of care at Apple Ridge Academy. If the family does not begin on their contracted start date, the tuition deposit will be forfeited, and future enrollment space will not be saved. The tuition deposit is non-refundable, under any circumstances.

**ENROLLMENT FEE & RE-ENROLLMENT FEE:** A non-refundable enrollment fee of \$100 will be charged to each family upon initial enrollment to confirm enrollment and hold a space. If the family does not begin on their contracted start date, the enrollment fee will be forfeited, and space is not guaranteed. The enrollment fee is non-refundable, under any circumstances. An annual non-refundable re-enrollment fee of \$50 will be charged at the beginning of the fall session in September to all currently enrolled families that begin attending Apple Ridge Academy before June of the same year.

**FEE INCREASE:** An annual fee increase will occur each year, typically at the beginning of the fall session (late August, early September). Written notice of the tuition fee increase will be given to currently enrolled families well in advance.

**FAMILY DISCOUNT:** A 10% family discount will apply to the second and third child in the same family. The discount will be applied to the tuition for the oldest child(ren) or the lesser tuition cost. School age enrollments during the school year that are enrolled in the drop-in care and/or before and after school care programs are not eligible to receive the family discount.

**ENROLLING ADDITIONAL FAMILY MEMBERS:** To enroll a sibling or another child from the same family at Apple Ridge Academy for the future, an additional Enrollment Contract and one-week tuition deposit will be required to hold space. It is best to let us know as soon as possible for the best chance at being able to enroll for the time frame that you are looking for. Enrollment in our infant and toddler classrooms especially fill very fast, though space is limited in all of our classrooms. Availability is subject to a first come first serve basis, and will be confirmed by the Executive Director. If there is no projected space available, currently enrolled families that wish to enroll additional family members will be given preference on the waiting list for if/when a space becomes available.

**LUNCH PROGRAM:** Breakfast and snack are included in the tuition cost for all children eating table foods. Lunch is available to children eating table foods for an additional **\$3/day**. Families may enroll in the lunch program by contacting the Administrative Assistant and/or using the "Hot Lunch Sign Up" Form available to families. Families enrolled in the lunch program on an automatic, recurring basis may request credit for any lunches that their child does not have at Apple Ridge. It is the families' responsibility to request this credit by contacting the Administrative Assistant. No lunch credits will be issued after two weeks. If a parent does not provide a lunch for their child, Apple Ridge lunch will be given, and the family's account will be charged accordingly.

**KANGAROOTIME:** All payments will be processed using our Childcare Management Software called Kangarootime. All families are required to create a Kangarootime account upon enrollment. Parents will make tuition payments online and have the ability to set-up automatic recurring payments as well through their Kangarootime account. Parents will have access to their family's financial documents and account statements at any time using their Kangarootime account.

**INVOICES:** Tuition invoices will be sent weekly on Fridays for the following week of care (pre-pay). Families making manual payments should make their tuition payment from the invoice. Families enrolled in automatic payments can refer to their invoice to confirm the amount that will be automatically withdrawn for the following week. Families are responsible for reviewing their invoice for accuracy on Friday and should reach out to the Administrative Assistant if they see an error or believe that their invoice amount is incorrect prior to autopay running on Monday.

**AUTOMATIC PAYMENTS:** Families are strongly encouraged to enroll in automatic weekly tuition payments through your Kangarootime account. Withdrawals will be processed on Monday each week for the current week of care. Again, families should ensure that they are reviewing their invoice for accuracy on Friday and reaching out to the Administrative Assistant prior to autopay running on Monday if they see any errors or discrepancies. If errors are not addressed by Monday, they will be adjusted in the next billing cycle.

**ACH PAYMENTS:** There will be no fee for families that choose to pay using the ACH option. We encourage families to use the ACH option for your family's tuition payments. If an ACH payment is returned / does not go through, a \$25 processing fee will apply and/or a \$10 late fee will be charged to your family's account if an alternative payment is not received by the payment due date.

**CREDIT/DEBIT CARD PAYMENTS:** Payments made by debit or credit card will be accepted through Kangarootime. Payments made by debit or credit card will be subject to a 3% convenience fee. To avoid extra fees, we recommend using the ACH option rather than the debit or credit card option. A \$10 late fee will be applied to an account if a debit or credit card transaction is declined for any reason, unless payment is received in another form by 6am on Monday.

**PAYMENTS DUE / LATE FEES:** Tuition payments are due each week on Friday for the following week of care (pre-pay) for families making manual payments. Tuition payments not received online by 6am on Monday will be charged a late fee of \$10. Families are responsible for understanding that these fees will be automatically billed by our system. For families enrolled in automatic payments, this does not apply. Accounts not paid in full after one week will result in discontinuation of services and will be subject to an additional two-week charge from the last day of attendance.

**ADDITIONAL FEES:** If a child is picked up after 6pm, a Late Pick-Up Fee will be charged to your account: \$5 per child for 1-5 minutes, \$10 per child for 6-10 minutes, \$15 per child for 11-15 minutes, etc. Additional fees may apply for field trips/ special activities in which advance notice will be given.

**REFUNDS:** Overpayments will be credited back to the family's account and applied to the family's next payment. Overpayments will be held as a credit on a family's account for one year. After one year, credit will be forfeited. No monetary refunds will be issued for any reason, outside of Apple Ridge administrative billing errors.

**HOURS OF OPERATION:** Apple Ridge Academy is open year-round, Monday through Friday from 6am to 6pm, with the exception of the Holidays and Staff Development Days listed below.

**HOLIDAYS (CENTER CLOSED):** Apple Ridge Academy will be CLOSED in observance of the following Holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, and Christmas Day. If the holiday falls on a Saturday, the center will be closed on the Friday before. If the holiday falls on a Sunday, the center will be closed on the Monday after. These are paid holidays and families are responsible for their full regular tuition payment that week.

**STAFF DEVELOPMENT DAYS (CENTER CLOSED):** Apple Ridge Academy will be CLOSED on Martin Luther King Jr. Day and the Friday after Memorial Day in May/June for bi-annual Staff Professional Development Days. These are paid closure dates and families are responsible for their full regular tuition payment that week.

**SICK CHILD POLICY:** Tuition will be due as contracted if a child is absent as a result of symptoms defined in our "Sick Child Policy".

**BILLED UPON CHECK-IN PAYMENT PLAN:** The "billed upon check-in" payment plan is commonly used for 1) before and after school wrap around care, 2) "drop-in care" or 3) other unusual circumstances, as determined by the Director. A flat daily or hourly rate is automatically billed when your child is checked in on Kangarootime. There will be no additional lunch fees and/or family discounts added to drop-in tuition. Your invoice will then post to your account on Saturdays (as compared to Fridays) for the previous week of care (as compared to the following week of care) and payment is due by Monday of the following week. Auto-payments will process the week after for previously attended days. Absences must be pre-arranged with a minimum of one-week notice given or you will be subject to a daily tuition charge.

**DROP-IN / ADDITIONAL DAYS:** Please make every effort to have your child attend only on the days that they are enrolled and scheduled for. Additional days cannot be guaranteed. Approval of additional days of attendance will be subject to the availability in the classroom and must be confirmed by the Director in advance of care. When adding an additional day, families' will be charged the part-time per day rate listed in the tuition rates.

**SCHEDULE CHANGE (ADDING DAYS OF ENROLLMENT):** Schedule changes in regard to additional days of enrollment cannot be guaranteed and are subject to current availability in the program. Families may inquire with their Director for more information on projected availability of additional enrollment days. If no availability is projected for the time frame in need, families will be placed on the waiting list for additional days and will be given preference. When confirming a future schedule with additional days of enrollment added, an Enrollment Contract and non-refundable tuition deposit for the additional day(s) will be required. If the family does not begin the additional day(s) on their contracted start date, the tuition deposit will be forfeited, and future enrollment space on the additional days(s) will not be saved. The tuition deposit is non-refundable, under any circumstances.

**SCHEDULE CHANGE (REDUCING DAYS OF ENROLLMENT):** Schedule changes in regard to a reduction in the number of days of enrollment (i.e. going from full-time to part-time or from 3 days/week to 2 days/week, etc.) requires a minimum of **one month written notice**. When requesting a reduction of days for enrollment, flexibility in the days of enrollment is greatly appreciated as it may allow for another currently enrolled family or waiting list family to add days they are in need of. *The full one month written notice requirement may be waived if a family is willing to be flexible in the days of the week of the reduced enrollment.* Written notice must be submitted to the Director via e-mail or Kangarootime messaging and an Enrollment Contract reflecting the new schedule and date of change must be submitted at that time as well.

**SCHEDULE CHANGE (CHANGING DAYS OF ENROLLMENT):** Schedule changes in regard to the specific days of the week only (with no change in the number of days per week), cannot be guaranteed and are subject to current availability in the program. Families may inquire with their Director for more information on projected availability of different enrollment days. If no availability is projected for the time frame in need, families will be placed on the waiting list for different days and will be given preference. When confirming a future schedule with different days of enrollment, an Enrollment Contract will be required.

**SUMMER-ONLY SCHEDULE CHANGES:** Families that would like to reduce the number of days that their child attends during the summer may do so, given the following conditions: 1) the schedule change must be effective for the entirety of the 12-week summer session, 2) the new schedule must be a minimum of 2 days/week and 3) the request must be submitted a minimum of one month in advance. A new Enrollment Contract will be required to confirm a summer schedule change.

**WITHDRAWAL NOTICE:** A two-week advance written notice of withdrawal via e-mail or Kangarootime messaging must be received for withdrawals. Families will be asked to complete Apple Ridge Academy's "Written Notice of Withdrawal Form" as well. If no notice is given, accounts will be charged for two weeks from the child's last day attended. Any overpayments or credits at the time of withdrawal will be held on the account for one year, should the family decide to re-enroll, but will not be refunded (please reference "REFUNDS" above).

**TEMPORARY WITHDRAWALS:** A two-week advance written notice of a temporary withdrawal may be utilized if a child will be absent for a minimum of one month (4 consecutive weeks) and a maximum of three months (12 consecutive weeks). A re-enrollment date must be given at the time of withdrawal. Families must begin within two weeks after the indicated re-enrollment date (but not to exceed 12 total weeks) or full weekly tuition payments will be due to continue to hold space beyond 12 weeks. Temporary withdrawals are limited to one summer session withdrawal and one 'other' temporary withdrawal. No more than two total temporary withdrawals may be used in a 12-month period. **Throughout the entirety of the temporary withdrawal period, families will be responsible for a weekly holding fee of \$50/week for part-time families and \$100/week for full-time families.** Upon the final week of attendance prior to the temporary withdrawal, families will be responsible for a one-week tuition deposit and new Enrollment Contract. Families will be subject to a \$50 re-enrollment fee upon their return. If proper written notice is not given, the account will be billed for two weeks from the child's last day of attendance and re-enrollment space will not be guaranteed.

**SUMMER SESSION WITHDRAWALS:** Families may choose to withdraw for the summer program and reserve a place for their child's return in the Fall without paying a weekly holding fee, given the following conditions: 1) the withdrawal must begin on the first day of the summer program **and** 2) the withdrawal must end on Labor Day. If a family needs care further into June and/or earlier in August, families may inquire with the Director about availability, but space will **not** be guaranteed. **Summer Withdrawal requests must be submitted by March 1st.** Families utilizing the Summer Withdrawal option must submit a non-refundable one-week tuition deposit and a new Enrollment Contract at the time of withdrawal and will be subject to a \$50 re-enrollment fee upon their return.

**JOB LOSS:** The two-week advance written notice of withdrawal will be waived if a child withdraws due to a parent's job loss. In the circumstance of job loss, space will be held for a maximum of one month (four weeks) with no deposit or holding fee. After four weeks, families must reach out to the Director to confirm a continuation of a "Temporary Withdrawal" with a weekly holding fee of \$50/week for part-time families and \$100/week for full-time families. If families choose not to continue on a Temporary Withdrawal with a weekly holding fee, enrollment will be forfeited and the space will no longer be held. Temporary Withdrawals for job loss may not exceed 12 total weeks (four weeks with no holding fee and up to eight weeks with a weekly holding fee).

**WISCONSIN SHARES CHILD CARE SUBSIDY PROGRAM:** Apple Ridge Academy is a provider for the Wisconsin Shares Child Care Subsidy Program. Families in the program will receive their child care benefits on a MyWICChildCare debit card each month, on the first of the month. Parents must initiate payments each month online or via phone. After Apple Ridge has received the monthly payment from MyWICChildCare, the remaining "parent share" will be charged to the family's personal account. Apple Ridge Academy requires that all "parent shares" are paid using automatic payments. Parents are encouraged to initiate their shares card right away at the beginning of the month to avoid the full tuition charges being withdrawn from the family's personal account on file. The Apple Ridge Provider # is **3000585353** and the Location # is **003 (New Berlin), 002 (Brookfield).**

**EMERGENCY CLOSURE POLICY (Severe Weather and/or Building Emergencies):** In the event that the center closes due to severe weather or an issue with plumbing/heating/cooling/etc, tuition will be due as contracted. After **two closings during a calendar year**, credit will be given to all children regularly enrolled on the day(s) of emergency closure(s). Closings will be announced via Kangarootime messaging prior to 6:00 AM. Text messaging will also be utilized; **families should ensure that their cell phone numbers are correct in their Kangarootime profile.**

**TERMINATION OF SERVICES:** Apple Ridge Academy holds the right to terminate services / enrollment of a child at any time for any of the following reasons: 1) failure to pay tuition in full by due date each week, 2) child struggling to adjust to our group care setting and/or programming, 3) child requiring needs that cannot be met by the program, 4) repeated lateness in picking up a child at the close of the center, 5) failure to provide updated forms and paperwork, and 6) disruptive and/or aggressive behavior of a parent and/or child. Families will be notified of termination in writing.

*\*For families enrolled and attending Apple Ridge Academy prior to March 2023, please refer to the supplemental policies and procedures.*

*\*For families with School Age children (6yrs & up), please refer to the supplemental School Age Summer Program policies and procedures.*

*\*Apple Ridge Academy's Payment Policies and Procedures are subject to change at any time.*

*\*Any disputes on policy interpretation will be at the final discretion of the Owner, Tammy Imme and/or Executive Director, Ashley French.*

## Payment Policies & Procedures Acknowledgement

Child(ren)'s Name(s): \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_