



ST. CROIX
DAY CARE CENTER
AND PRESCHOOL

St. Croix Day Care Center and Preschool
111 East Orleans Street
Stillwater, MN 55082
651-439-3616
<http://www.stcroixdaycare.org>

Local, Non-Profit Child Care Since 1969
Preschool location is NAEYC Accredited

St. Croix Day Care Center

651-439-3616

Hours: Monday through Friday

6:00am - 6:00pm

(with these exceptions)

9/02/08-8/31/09

| | |
|----------------------|--|
| Labor Day | September 1st |
| Thanksgiving | November 27 th & 28 st |
| Christmas Day | December 25 th & 26 th |
| New Year's Day | January 1 st & 2 nd |
| President's Day | February 16 th |
| Good Friday | April 10 th |
| Memorial Day | May 25 th |
| Staff In-service Day | June 12 th |
| Independence Day | July 3 rd |
| Staff In-service Day | August 28 th |

We follow Stillwater Area Schools District #834 snow days. If they close we are also closed. If they are 2 hours late we will also be 2 hours late - please call ahead there will be a message on the day care's answering machine.

You will be charged your regular tuition rate for these days.
You may use your vacation days if you give written notice.



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REGISTRATION FEE \$50 per family upon enrollment

Day Care Tuition 9/02/08 - 8/31/09

| | <u>1st Child</u> | <u>2nd Child</u> |
|-----------------------------------|--|--|
| Toddler | \$196.00 per week \$ 51.00 per day \$ 38.00 per half day (half days are 6am until noon or noon until 6pm) | \$179.00 per week \$ 45.00 per day \$ 38.00 per half day (half days are 6am until noon or noon until 6pm) |
| 3-5 year old (& potty trained) | \$180.00 per week \$ 45.50 per day \$ 36.00 per half day (half days are 6am until noon or noon until 6pm) | \$163.00 per week \$ 41.50 per day \$ 36.00 per half day (half days are 6am until noon or noon until 6pm) |
| Kindergarten | \$ 32.00 per week for am only \$ 44.00 per week for pm only \$ 74.00 per week for both am & pm | |
| School Release Days | \$ 32.00 for students enrolled 3 or more days per week \$ 36.00 per day | |
| Drop in Care | \$ 9.00 per hour (\$27.00 minimum) | |
| School Age | \$171.00 per week - Only during Summer Months | |



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TUITION and POLICY AGREEMENT

ACTIVITY FEE

An activity fee will be charged three times throughout the year: Oct. Feb. & June.

Each Child Enrolled Full Time: \$45 each time

Each Child Enrolled Part Time: \$25 each time

This fee will cover field trips and special activities. This does not apply to Toddlers.

TUITION

1. Tuition must be paid on a weekly basis. Payment must be made on the first day of attendance of each week. A late fee of \$10.00 will be added to any account that payment has not been made by Friday. If payment is not made by the first day of attendance of the following week daycare services will be discontinued until the account is paid in full. Reenrollment will require the full registration fee.
2. A **written** two-week notice is required prior to terminating a child's enrollment. Payment will be required for the two weeks after notice is given.
3. Accounts that are left unpaid will be charged \$10.00 weekly.
4. There will be a \$25.00 service fee for any returned check (NSF).

VACATION

You will earn one-week vacation (# of days that your child is enrolled weekly) per year only after completion of 6 months of continuous enrollment.

You must give written notice prior to using your vacation days.

Vacation must be used in the year it is earned.

SICK DAYS

Full tuition will be charged for the first three consecutive enrolled days during a child's illness. You will be charged 50% of regular tuition for consecutive days beyond three days.

MAXIMUM HOURS

The maximum number of childcare hours that St. Croix Day Care allows is 10 hours per day. Additional hours will be charged at \$10.00 per every fifteen minute increment.

LATE POLICY

St. Croix Day Care closes at 6:00pm. Please arrive a few minutes prior to 6:00pm in order for the teachers to close the building at 6:00pm.

Late fees are charged as follows:

6:00-6:05 \$15.00

6:06-6:10 \$17.50

6:11-6:15 \$20.00

An additional **\$5.00** will be charged for each additional 5-minute interval.

If a parent fails to pick up a child after closing time the staff will attempt to contact the parents and all emergency numbers. If unable to contact anyone within one hour the police will be notified to pick up the child.

CHANGE OF CONTRACT

To change your contract and bill you must submit a request in writing two weeks prior to the change along with a \$10.00 change of service fee. You are responsible for tuition according to the old contract until the change goes into effect.

I have read and agree to the Tuition and Policy agreement.

Parent Signature: _____ Date _____