

**Oswego Christian Foundation**  
**Prairie Pals Christian Childcare**  
**ATTENDANCE & TUITION POLICIES**

**TUITION BASICS**

A \$50 non-refundable annual registration fee is required for all programs to secure a place in the classroom.

Families enrolling multiple children will receive a 5% tuition discount for the second and subsequent children. The discount will be applied to the lowest tuition rate(s). If the family qualifies for more than one type of discount, only one discount may be applied per subsequent child.

Tuition payments are due on the first scheduled attendance day of each week. Payments received after Friday of each week will incur a \$15 late fee per child, which accrues weekly until payment is made. Checks are to be made payable to OCF. Payments may be brought to the Center, mailed, or payment may be made with a credit card on **PayPal** through our website, [www.prairiepals.org](http://www.prairiepals.org). Payment according to the tuition agreement is necessary regardless of attendance. A \$10 service fee will be incurred on any returned payment.

Tuition is calculated based on half day or full day student attendance. A half day is defined as attendance for less than 5 total consecutive hours in childcare. Half day attendance is only offered to students enrolled in our preschool and the half day rate will only be applied on those preschool attendance days. If your child attends childcare before and after preschool, this is considered a full day even if the total attendance time in childcare is less than 5 hours. A full day is defined as more than 5 total hours, but less than 12 total hours.

If you wish to withdraw your child from the program, a signed letter needs to be submitted to the Director. Please include the final date that your child will attend. Payments are required for a minimum of two weeks from the date of the withdrawal letter or to the withdrawal date if it is farther than two weeks.

If there is an outstanding balance of one week and payment arrangements have not been made with the Center, your child may be removed from the program. Reinstatement will require payment of all past due tuition and fees, plus the current week's tuition (providing space is still available in the class). If you are having difficulties making payments, please contact the Director to discuss possible payment arrangements.

**SCHEDULE CHANGES**

Any schedule change requests need to be submitted in writing to the Director. Requests must be submitted no later than two weeks prior to the requested date changes. Requested schedule changes will be approved or denied by the Director, contingent upon staffing. Families will be notified as to the status of their request.

Any student that has submitted a request for a schedule change or addition that has been approved is still responsible for the tuition for all days scheduled, regardless of attendance. A schedule change request form is available in the front office or from the Director.

If a requested schedule change adds additional days to your child's attendance, those additional days will be billed at the additional day rate for each day over your Tuition Agreement Terms. Please see the current Rate Schedule for those daily rates.

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**PLANNED VACATIONS**

In all cases, written notice or a completed vacation request form must be given to the Director a minimum of two weeks prior to the planned absence.

Once a student has attended the Center for 6 consecutive months, they will earn one week tuition free of non-attendance according to their signed tuition agreement. Non-attendance days may be taken one day at a time or all together. If a student does not attend for 4 weeks or more, any earned vacation will be lost.

Students whose parents are teachers have the following options for school non-attendance days:

- Attend childcare as scheduled. The full tuition agreement amount is required.
- Attend childcare for full days, contingent upon staffing. Must notify the Director and receive approval. Appropriate pro-rated tuition is required.
- Not attend childcare for that particular week. Tuition will be reduced by half for those particular weeks only. The reduced tuition rate will be half of the tuition agreement amount. The reduced tuition is required to be paid prior to the absence. No more than 2 weeks at the reduced tuition rate may be taken in a 12 month period.
- Use vacation time, see vacation policy above.

All other vacation absences will be required to be paid in full prior to the requested vacation dates according to the tuition agreement.

**ABSENCES**

If a student will not be attending, contact the Center as soon as possible and relay the reason for the absence. If the absence is due to an illness, please let the Center know the symptoms and diagnosis (if seen by a medical professional). See the Parent Handbook for our Sick Policy.

**Full Time Student:**

- If a student is not attending, the full tuition agreement amount is required.

**Part Time Student:**

- If a student is not attending on their regularly scheduled day, it must be arranged and approved with the Director, contingent upon staffing, for the student to attend on a different day within the same calendar week. The full tuition agreement amount is required.
- If a student is not attending on their regularly scheduled day and is unable to reschedule, the full tuition agreement amount is required.

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**ATTENDANCE FOR PRESCHOOL STUDENTS AT CHILDCARE**

Students attending Childcare only on scheduled Preschool attendance days:

**Preschool Holidays** - Days when the Preschool is not in session and the Childcare facility is open. (i.e. Columbus Day, President's Day, etc) Parents have the option to:

- Attend childcare as scheduled. The full tuition agreement amount is required.
- Attend childcare for a full day, contingent upon staffing. Must notify the Director and receive approval. Appropriate pro-rated tuition is required.
- Re-schedule their attendance day to another day within the same calendar week, contingent upon staffing. Must notify Director and receive approval. The full tuition agreement amount is required.
- Not attend childcare for that particular holiday. Full tuition is required.

Written notice of attendance is required for all students who attend both the Preschool and Childcare one week prior to the holiday day.

**Preschool Breaks** - Weeks when preschool is not in session and the childcare is open. (i.e. Christmas and Spring Break) Parents have the option to:

- Attend childcare as scheduled. The full tuition agreement amount is required.
- Attend childcare for full days, contingent upon staffing. Must notify the Director and receive approval. Appropriate pro-rated tuition is required.
- Not attend childcare for that particular week. Tuition will be reduced by half for those particular weeks only. The reduced tuition rate will be half of the tuition agreement amount. The reduced tuition is required to be paid prior to the absence. No more than 2 weeks at the reduced tuition rate may be taken in a 12 month period.
- Use vacation time; see vacation policy on page 2 of 4.

**CENTER CLOSINGS**

Prairie Pals will be closed for the following holidays: New Year's Day; Good Friday; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Eve; and Christmas Day. The Center will close at 3:00pm on New Year's Eve. Regular tuition rates, according to the tuition agreement and attendance and tuition policies, apply.

If New Year's Day, Christmas Day or Independence Day falls on Saturday, the center will be closed on Friday. If New Year's Day, Christmas Day or Independence Day falls on Sunday, the center will be closed on Monday.

If District #308 is closed due to snowfall or other weather emergencies, Prairie Pals Christian Childcare will remain open provided road conditions allow staff to arrive safely to the Center. The Director reserves the right to close the Center anytime conditions are thought to be unsafe. In the unlikely event of this occurrence, please note that full tuition will still be due.

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(Pg 5 - Signature Page)

Please sign and return.

I, \_\_\_\_\_, have read all the policies stated above. I understand and will abide by all said policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student's Name