



## First Steps Child Care Center Rate Sheet

Registration Fee \$75 per child or \$100 per family

\*(Effective October 29, 2021)

Children 6 weeks-2 years old have a 3 full day minimum per week

Children 2-5 years old have a 2 day minimum per week

### CHILD CARE

#### 6 weeks to 2 years

5 full days	\$310
Single full day	\$68

#### 2 years (and 3 years if not potty trained)

5 full days	\$285
Single full day	\$63

#### 3 years (potty trained) thru PreK

5 full days	\$270
Single full day	\$58
Single half day	\$43

#### School Age (5K and up)

5 full days	\$255
Single full day	\$53
Single half day	\$38

### BEFORE AND AFTER SCHOOL CARE

#### Children NOT enrolled in St. Matthew's

(5K and up)

\$15 per session per day

(4K)

6:00 a.m. – 1:00 p.m. including lunch:  
\$48 per day

or

11:20 a.m. – 6:00 p.m. including lunch:  
\$48 per day

#### Children enrolled in St. Matthew's

(5K and up before or after school care  
and 3K/4K before school care)

\$3 per half hour

(3K and 4K)

11:00 a.m. – 12:30 p.m. including lunch:  
\$14 per day

or

11:00 a.m. – 2:45 p.m. including lunch:  
\$31 per day

or

11:00 a.m. – 6:00 p.m. including lunch:  
\$46 per day

**When and how payments are made:** Tuition is due the Friday before the upcoming week. Payments can be made by automatic bank withdrawal, credit card, or check.

**Schedules:** Schedules must be kept current. Any changes needed require a two-week notice the Director or her designee must approve any changes.

**Registration Fee:** \$100 per family, \$75 single child, and \$25 for summer care only or \$25 for a SMLS family (5K – age 13) - billed upon enrollment (non-refundable). An annual re-registration fee of \$50 for child or \$75 for family will be charged

**Late pick-up:** Hours of operation are from 6:00 a.m. to 6:00 p.m. Monday through Friday. Failure to pick up your child by closing time will result in an additional late fee of \$1 per minute per child.

**NSF:** There is a \$35 NSF fee for non-sufficient funds or overdrafts.

**Declined Credit Card:** There is a \$20 fee for declined credit cards.

**Late Payment:** If a payment is not received by Friday at close, a \$20 late fee will be charged to the family's account. Any payment that is more than one week late will result in the child's enrollment being suspended unless acceptable arrangements are made with the Director.

**Parent-initiated withdrawal from First Steps Child Care:** A family may choose to withdraw their child(ren) from the center with a two-week written notice given to the Director. The family will be responsible to pay any current balance plus tuition during the two-week notice period. Failure to provide a two-week notice will result in a two-week tuition charge added to your account regardless of attendance.

#### **Discounts & Credits**

**Multi-child discount:** We offer a 10% discount for parents who have two or more children attending First Steps on a full-time (5 days a week) basis. This discount will be applied toward your oldest child's rate.

**Vacation/ Holiday/ Sick Day Credit:** All parents will be given vacation days to use at their discretion. The number of vacation days varies based on your child's schedule:

- 5 days per week receives 10 vacation days per year
- 4 days per week receives 8 vacation days per year
- 3 days per week receives 6 vacation days per year
- 2 days per week receives 4 vacation days per year
- 1 day per week receives 2 vacation days per year

Vacation days may be used as sick days (call by 8:30 a.m. the day your child is sick), vacation days (2-week notice required), or used for a holiday (2-week notice required). All holidays that fall on your child's registered day will be charged to you unless a vacation day is used.

**Days Closed:** Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, Memorial Day and the 4<sup>th</sup> of July. In order to cover center costs, you are required to pay for holidays that fall on your registered days.

We will also be closed on the **Friday after Thanksgiving and Good Friday with no charge to our families.**

\*Rates are reviewed annually and subject to change.