

LINDEN EARLY LEARNING CENTER

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Enrollment Information and Rate Sheet

September 1, 2024

Enrollment: Linden Early Learning Center (LELC) ensures a higher quality early learning experience by providing qualified staff and appropriate ratios, as required by the State of Colorado. We provide consistent care for the children in our center. Therefore, with the limited number of spaces in our Infant, Toddler and Preschool classrooms, we accept full time enrollment only.

We partner with various programs to diversify our funding sources so that we can offset the actual cost of care, which in Denver is approximately \$3600 per month, per child. Because of our participation in the Universal Preschool Kindergarten Program (UPK), Denver Preschool Program (DPP), Colorado Child Care Assistance Program (CCCAP), and Temporary Assistance for Needy Families (TANF) we are able to keep our rates affordable for most families. The slots for these programs are limited.

Monthly payments are due on the first of the month (see rates below) and considered late after the 3rd. A late fee will be charged for any late payments. (See Parent Handbook) We offer a tuition discount for families with multiple children attending the center. (See Parent Handbook). Tuition is calculated on a yearly basis and divided evenly for each month. The center is closed two weeks a year; one week at Christmas and one around the Fourth of July, tuition is due for those weeks and any other closures (please see Center Calendar for additional information and Parent Handbook).

Our Preschool Program hours are from 8:30 AM to 3:30 PM, Latest drop off is 9:30 am. each. The center is open for additional hours from 7:30 AM to 5:00 PM to serve the needs of working families. Children must be completely potty trained before moving to Preschool.

Rate Information: Tuition

Infant Rates 6 weeks - 18 Months: \$2100.00	Toddler Rates 19 Months - potty trained*: \$1950.00	Preschool Rates potty trained-5 Years: \$1850.00
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* Ages in classrooms will vary based on the developmental needs of individual children.

*Potty-trained is defined as 4 weeks clean and dry. Must also meet State Licensing Standards. See Parent Handbook for further details.

There will be an increase yearly in tuition in October.

Reserving future enrollments:

Future enrollment fees are due upon reservation to secure a spot. To secure a spot is \$300.00 per child. A 30-day notice is required to cancel my reservation for future enrollment. If less than 30 days, I agree to pay 1-month tuition. I understand that this fee is non-refundable and does not apply to my tuition. I understand my spot is not guaranteed if my child does not start within 1 week of the given start date. See parent handbook for further details.

Annual Registration/Supply fees:

These fees are non-refundable and do not apply towards tuition.

The annual registration/supply fee of \$200 is due on January 1st for every family.

Initials _____

Date _____

Tuition:

Tuition is due on or before the first day of attendance. We accept cash, money orders, and checks. ACH and Credit card payments are available. Tuition is nonrefundable and non transferable. Please see the parent handbook about applicable late fees. I understand that non-payment of tuition as outlined is cause for termination of my child's enrollment.

Hours:

We are open **Monday - Friday from 7:30 am- 5:00 pm**. Children picked up after 5:00 will be charged a late fee of \$3.00 per minute, per child. **This fee is due in exact cash the next day.** If late fees are not paid within 2 days this may result in suspension of care.

Attendance:

Full time (5 days) is required. You are required to pay for the full number of days your child is scheduled to attend. This includes sick days, snow days, holidays, any unplanned closure days, and teacher training days that occur on your child's scheduled days.

Emergency Preparedness Plan:

In the case of a public health crisis, emergency, natural disaster or shut down of operations, I understand and agree to follow the Emergency Preparedness Plan. I understand and agree to the tuition requirements outlined in the Emergency Preparedness Plan (please see Parent Handbook).

Withdrawing:

We understand that life happens. People move and great opportunities arise. We are always sad to see students and families leave us, however we understand. If you find yourself in the position that you need to withdraw your student from Linden Early Learning Center, a written two weeks' notice must be given including their last day of attendance. This applies to currently attending students, not future enrollments. Future enrollments please see above for withdrawal policy.

If you find yourself in a position of wanting to enroll again. This is considered a broken enrollment. Your registration fee and annual fee will be due upon re enrollment.

Monthly 5% Discount*

- Military Discount Yes N/A
- Service Job Discount Yes N/A (police, fire, EMT, prison guard, nurse, and doctor)
- Sibling Discount Yes N/A
- Teacher Discount Yes N/A
(see handbook for details)

**Discounts may not be combined. Discounts are 5% off of the oldest child's tuition.*

Lunch will be provided by parents.

I have read and agree to comply with the tuition and fee agreement and guidelines outlined here and in the parent handbook.

Child's Name: _____ **Date of Birth:** _____

Parent Name	Parent Signature	Parent SS # (required)	Date
Administration Signature			Date