



EARLY CHILDHOOD EDUCATION  
Preschool and Child Care  
Programs  
2016-2017

TUITION PROCEDURE

## **PRESCHOOL TUITION PROCEDURES**

- A. After acceptance into the Medina County Career Center programs, families will receive a contract with payment amount and due date noted.
1. Parents/guardians mails payments to the Medina County Career Center Central Supply Office.
  2. Early Childhood Education Preschool staff or the Preschool Coordinator is NOT to accept tuition payments at any time.
  3. The Central Supply Office will process payments. If any time there is a question about an account, ALL inquires should be directed to the ECE Preschool Coordinator.
  4. The ECE Preschool Coordinator will phone the parent/guardian and update the appropriate teachers. Those children will not be allowed to attend classes beginning on the 1<sup>st</sup> of the month until their account is current or they have made other arrangements with the ECE Preschool Coordinator.
  5. If parents/guardians wish to make payments on the 1st of the month, so their child can attend classes, they must deliver it to the Central Supply Office themselves. The Central Supply Office will accept payment and notify the Center by phone that the child will once again be allowed to attend classes. A receipt may also be presented to the Head Teacher.
  6. A “Request for late payment” form may be signed on an “as needed” basis for those unusual circumstances of temporary financial hardship. (This is not meant to be used on a regular basis.
  7. The ECE Preschool Coordinator will authorize “Hold - out Status” letters to be mailed to families whose accounts are not current.
  8. On the last day of each month, the ECE Preschool Coordinator will notify the Adult Education Director indicating accounts that are still delinquent.
  9. If a child is on “Hold-Out Status” or until the slot is filled, the ECE Preschool Coordinator will send a drop letter and the child will be withdrawn from the program.
  10. The ECE Head Teacher of the program will be notified of the drop.
  11. If the parent/guardian wish to re-enroll the child, the parent/guardian must make up any payments, make application and be placed on the end of the Wait List.

12. NO child may return the following year with any outstanding fees as of the last day of ECE Preschool. The next person will fill the slot on the wait list.
13. Any High School student or Adult Education student using the Early Childhood Education Full Day Preschool program must keep his/her fees current. If there are delinquent fees, the student may not be able to receive grades, certificates, or Passport from the Medina County Career Center.

**THIS PROCEDURE SUPERCEDES ALL PREVIOUS PROCEDURES AND MEMOS  
THAT MAY HAVE BEEN ISSUED ON THIS TOPIC.**

# EARLY CHILDHOOD EDUCATION PRESCHOOL TUITION PROCEDURE

## I. Purpose:

To inform staff and parents /guardians of preschool children of the tuition procedure for families whose income is over the income guidelines.

## II. Scope:

All Medina County Career Center JVSD staff and over Income Level I parents/guardians.

## III. Procedure:

A. The Medina County Career Center Early Childhood Education Preschool Program has a Sliding Scale of Fees for the three -and four- year old children. This is determined by the families' income. The Ohio Department of Education establishes this scale by the guidelines given to them from the Federal government.

The ECE preschool tuition for three-and four-year-olds will be charged on a Sliding Scale of Fees (see following pages). The tuition rate charged will be dependent on confidential information obtained from W-2, paycheck, etc.

B. A one-time registration fee of \$25.00 per child will be charged for first year enrollees for non-income eligible (Category VII) families. You will be billed once eligibility is determined. This fee will be due within two weeks of notification of acceptance into the program. If not received within this time, the child will lose his/her position in the program.

C. The Full day programs must operate five days a week regardless of the child's absence or presence. Therefore, no adjustments in cost of services can be made for the absence of children. No charges will be made for school vacations. The exception to the calamity days called by the Superintendent is not to exceed five days.

## IV. Fee Scale

A. The families with children in the three- or four- year- old Early Childhood Education Preschool programs will follow income eligible guidelines (*Sliding Scale of fees*). See following attached pages.

B. Full day programs - will be charged weekly accordingly

1-24.9 hours      Preschooler      \$114

25 -60 hours      Preschooler      \$160

Sliding Scale of Fees for Preschooler

C. Method of Payment

1. For half - day Early Childhood Education Preschool programs the monthly charge has been averaged over a nine-month school year and will be paid in advance on a monthly basis. In order to insure proper credit to the parents'/guardians' accounts, their checks should be made out to the Medina County Career Center. The enrolled child's name should be indicated on the memo portion of the check. Payments should be mailed to:

MCCC Early Childhood Education Preschool Program - Central Supply Office  
1101 W. Liberty Street ♦ Medina, Ohio 44256

2. Tuition payments must be mailed or presented at Medina County Career Center /Central Supply Office in person. **Payments cannot be made to teachers or staff in the Early Childhood Education Preschool at any time.**

D. Discount

1. For any half day/monthly families:
  - There will be a 5% discount per semester who wishes to pre-pay for that semester. This would be due by September 15<sup>th</sup> and January 15<sup>th</sup>.
  - There will be 10% discount if a family wishes to prepay for the entire year. This is due by September 15<sup>th</sup>.
2. For full day families:
  - There will be a 5% discount if you pay for a month by the first Friday of month.
  - There will be a sibling discount. The youngest child will be full pay and the oldest child will have a 10% discount on the weekly or monthly charge.
3. If tuition is paid in full for the school year and then the family income is reduced during the year, the remaining monthly fees will be pro-rated at the new income level. The refund will not include the 10% discount granted for paying a full year's tuition at the beginning of the school year.
4. A family who withdraws their child for any reason will not receive a refund unless the child's slot can be filled.
5. Anyone who is accepted after August 15th must have the payments in within 30 days of the date of acceptance to receive the discounts.
6. **There will be no exceptions on the due dates for receiving any discounts.**

#### E. Late Payments

1. For the Half-day Early Childhood Education Preschool program, monthly tuition payments are due on the 15<sup>th</sup> of each month for the following month. If payment is not received by the 25<sup>th</sup>, parents/guardians will be notified by the Early Childhood Education Preschool Coordinator that the enrolled child will be placed on “**Hold - out Status**” and will be unable to attend classes at the beginning of the next month/school year until their account is current.

Ex: October tuition due September 15, Hold -out Status October 1

2. If the enrolled child is on “Hold - out Status”, we will consider him/her withdrawn and the vacancy may be filled. In order to re-enroll, an opening will have to be available and the account brought up to date.
  3. When Fees have not been received by the 25<sup>th</sup> of the month or a written request for late payment has not been received by the 25<sup>th</sup> of the month, a \$10.00 late charge will be added to the balance. A “Request for late Payment” form will be available from the Early Childhood Education Preschool Coordinator.
  4. For families in the Early Childhood Education **Full Day Preschool Programs**, billing is done biweekly. If payments are not received, then the enrolled child may be removed from the program. “Hold - out Status” will go into effect immediately.
  5. \$10.00 late fee will be added to any billings that are overdue.
- If temporary or unusual circumstances have created a financial hardship for your family, and you anticipate being late with your fee payment, we ask that you complete this “Request for Late Payment” form and return it to us prior to due date.
  - Any delinquent fees may prevent the Full time high school or Adult Education student from receiving his/her certificates and Passport at the end of the school year.

#### F. Non-Sufficient Funds Checks

We will charge a \$15.00 handling fee for the processing of any check returned to us due to non-sufficient funds. Upon receipt of the second NSF check, we must have all future payments in a cashier’s check, cash or money order.

- G. In order to keep proper staff/ child ratio, children should be picked up within 15 minutes after a class is through.
- H. A \$5.00 late pick up fee will be charged for each 15 minutes or fraction thereof.  
Example: 1 - 15 minutes = \$5.00 16 - 29 minutes =\$10.00  
This charge will be per child.
- I. The emergency contact person will be notified after 15 minutes. After 1 hour, if a child has not been picked up, the Children Services Bureau will be notified and their procedures will be followed.

# MEDINA COUNTY CAREER CENTER EARLY CHILDHOOD EDUCATION PRESCHOOL SLIDING SCALE OF FEES

Full day/ weekly fees  
(Based on 1 – 24.9 hours a week)  
Includes 2 meals and 1 snack daily

I 0 - 100%	II 101% - 125%	III 126% - 150%	IV 151%-175%	V 176% - 185%	VI 186% -200%	VII 201% and up
\$0	\$55	\$70	\$84	\$98	\$108	\$114

Full day/weekly fees  
(Based on 25 – 60 hours a week)  
Includes 2 meals and 1 snack daily

I 0 - 100%	II 101% - 125%	III 126% - 150%	IV 151%-175%	V 176% - 185%	VI 186% -200%	VII 201% and up
\$0	\$67	\$87	\$107	\$127	\$147	\$160

3 & 4 year old Half day programs (4 days a week)  
Monthly charges  
Includes 1 meal

I 0 - 100%	II 101% - 125%	III 125%-150%	IV 151%-175%	V 176% - 185%	VI 186% -200%	VII 201% and up
\$0	\$89	\$104	\$126	\$144	\$169	\$185