

FEES AND PAYMENT INFORMATION

New & Returning Child Registration Fee

\$75.00

DEPOSITS

In addition to a non-refundable fee for registration, a deposit equal to one week for Kindergarten and School Age Summer Camp and one month for before/after school. The registration fee and deposit fee is due upon enrollment. This deposit is applied toward your last week in the program for Kindergarten and last month for before/after school. One month's notice is necessary should your child drop from the program so this deposit can be credited to your account. There will be no deposit refunds for families neglecting to give a one month's notice of withdrawal of the program notice. The first weekly/monthly tuition payment for Kindergarten/Before/After school tuition is due when service begins.

INVOICES

Invoices are handed out each Monday for Preschool, **Kindergarten**, and **School Age Summer Camp**. Invoices are handed out the 1st of the month for **Before/After School** grades 1-5. This will include the tuition for the current week/month and payments from the previous week/month. Tuition is due each Wednesday by 6 p.m. for the current week's tuition for Preschool, **Kindergarten**, and **School Age Summer Camp**. Tuition is due the 5th of the month for **Before/After School** grades 1-5. Regular Kindergarten tuition is due each week; including Dist. 34 winter and spring break (we run our programs during this time). A \$10.00 late fee will be applied to your account if payment is not received on time. Advanced payment can be made for longer periods if desired. Non-payment of tuition for more than two weeks may result in dismissal from the program.

Tuition payments must be made by check, money order, and/or credit card. Credit card payments may be made in person or on line through our website. To pay in person, stop by the Wesley main site office daily between the hours of 8:00 am – 5:30 pm. We accept Visa, Master Card, and Discover Card. Please write your child's name on the front of your check/money order to ensure credit to the correct account. Payments may be delivered to the locked box outside the **Wesley** office or mailed to the office at **727 Harlem Ave. Glenview, IL 60025**. A locked payment box is located on the wall outside the **WCCC** office door. For security purposes, checks will not be accepted at Kindergarten, Before/After School, or Summer Camp.

If payment is made by check and a check is returned for (NSF), WCCC requires the check to be replaced immediately with a cashier's check or money order. If more than one check is returned, all further payments must be made by cashier's check or money order only. A \$25 charge will be assessed to your account for checks returned for non-sufficient funds, "NSF".

Tuition will remain the same for all weeks of the program when WCCC is in session for three days out of the week. If Wesley is in session for only 1 or 2 days of a week, you will be charged the 2-day rate for the 2 days in session or one half of the 2-day rate for one day in session. No tuition credit will be given when Wesley Programs are closed due to closing for weather/emergency purposes.

FEDERAL IDENTIFICATION NUMBER

WCCC Federal Identification Number is **36-274-7235**. This is the number needed for tax reporting purposes or to claim reimbursement for dependent care flexible spending accounts. End of the year statements, which can be used for tax purposes, are given out by request. Total year end invoices are given out by request.

VACATION CREDIT

Because our program and licensing stipulations require us to engage staff based on the number of children enrolled, we cannot give tuition refunds or credits for days when your child is absent regardless of the reason. However, **Kindergarten Enrichment Program** children may use "vacation" rates (1/2 tuition rate) for two weeks during the school year. Also, if your child becomes ill and is out of the **Kindergarten Program** for a full week you may also pay 1/2 rate and count that as one of your vacation day. To be eligible for the vacation rate, the children must be off one full week of regular attendance and the days off must be within the same week. Days/weeks may not be split up or combine with other weeks. For an illness a doctor's note will be required. These discounts do not apply to families receiving scholarship assistance. No vacation rates are available for **Before/After School** Children.

WITHDRAWAL

WCCC requires one month's written notice to withdrawal from the program to utilize your tuition deposit paid upon admission of the program. If a one-month's notice is not given, your deposit is forfeited and may not be used towards your balance, other children, future charges, or future programs.

ADDITIONAL FEES

DAYS OFF PROGRAM KINDERGARTEN ENRICHMENT PROGRAM

Wesley offers our kindergarteners a Dayz Off Camp for all children on days when District #34 Schools are not in session including winter and spring break. Kindergartners participate in a variety of activities. Fun-filled fieldtrips may also be scheduled. This program is located at Wesley's mainsite, 727 Harlem Ave. in Glenview. Information will be in your parent folder prior to the date.

- The cost for this day is included in your regular tuition fee for Full Time Wesley KDG. Full-time children are considered those who are scheduled to attend M-F and six or more hours per day.
- Children NOT scheduled for full time but are regularly scheduled for 6 or more hours per day will pay an additional fee of \$15 if you attend a "Dayz Off Camp" on a scheduled day and \$30 if you attend on a non-scheduled day.
- Children NOT scheduled for full time and are regularly scheduled for less than 6 hours per day will pay an additional fee of \$25 per day if you attend a "Dayz off Camp" on a regularly scheduled day or \$30 on a non-scheduled day. Because of staffing requirements, if you have registered to attend this day, you will be charged the extra fee whether in attendance or not.
- If not attending the Dayz Off Program, your normal weekly tuition applies, and no credit for the unused day will be issued. Weekly tuition remains the same and is charged for all weeks of the school year including winter break and spring break.

Late Pick Up Fee

There is a \$15 charge per fifteen-minute interval for late arriving parents. Three late pick-ups may result in dismissal.

2nd Child Rate

The first child is the youngest child; the second child is the older child and receives a 10% discount as indicated.