

Weekly Rates

(approximate ages)

	INFANT 6 WEEKS -18 MOS	TODDLER 18 MOS-33 MOS	PRE-K 33 MOS - 6 YRS
Full time	\$290	\$255	\$240
3 days	\$219	\$192	\$180
daily	\$73	\$64	\$60

- Rates are based on a maximum of 10 hours per day. (50 hours/week)
- Priority will be given to full time (5 days a week) enrollment.
- Initial registration fee: \$100 per child
*for enrolling multiple children, 1st child is \$100. Additional children \$75 Each.
- Deposit: 2 weeks tuition.
 - This payment will be applied to your last 2 weeks of enrollment if you provide at least 2 weeks notice. Failure to provide 2 week notice will forfeit deposit credit.
- Deposit reminders will be distributed approximately one month prior to opening.
- Yearly Fall Registration Fee billed in August: \$100 per pre-k child.
 - This fee covers consumable materials for the year.
- Infant/toddler parents provide diapers, formula/breast milk, bottles
- Pricing includes: 2 meals, snacks, educational programming
- Any off-site field trips will be optional and additional fees will apply

CONTRACTED HOURS

- Each family chooses a 10-hour block between 6:00 AM & 6:00 PM that best fits their needs.
 - This will be your contracted schedule for drop-off and pick-up each day.
- You may arrive or leave anytime within your 10-hour window, but care outside of this time will result in additional fees.
- Schedule changes require at least two weeks written notice via email to our admin team.
- Arrivals or departures outside of your contracted window without prior approval will be charged \$10 per child for every 10 minutes (or part of 10 minutes) billed bi-weekly.
- We understand that unexpected things happen. You may have temporary extended care with prior approval. If your pre-approved extended care puts you over 10 hours, you will be billed \$10 per child for every hour or portion thereof.

EXTENDED CARE POLICY

- Admin may approve extended care contracts.
- If your contracted time puts you over 10 hours per day, you will be charged \$35 per week (per child) for extended hours care.





4440 East US HWY 2
Grand Rapids, MN 55744

FINANCIAL INFORMATION PG 2

Opening 2026-August 2027

INVOICING AND ATTENDANCE POLICIES

- Bi-weekly invoices are sent through Procure. All tuition is paid in advance of service.
- Invoices will be due every other Friday. Invoice not paid by the due date will be charged a 10% late fee. After 3 late fee occurrences, the late fee will be raised to 20%.
- Roots and Wings ELC accepts payment via credit card, debit card or ACH transaction in Procure.
- Checks are also accepted. A \$30 charge will be added to your account due to non-sufficient funds and alternative payment arrangements will be required.
- Tuition remains the same whether your child is in attendance or not for your contracted days.
- No deductions or refunds are given for sick days, holidays or center closures due to an emergency situation (i.e. extreme weather, power outages or unforeseen circumstances).
- A 10% discount of each lesser tuition will be granted to families with more than one child enrolled at Roots and Wings ELC.
- Schedules will be made 2 weeks in advance. Any requests for schedule change within the current 2 week period must have director approval and are based on availability.
- A two-week written notice must be given when withdrawing your child from the program or you will forfeit your deposit.
- If you choose to delay your initial start date, we'll hold the spot for up to 2 weeks at no charge. After the 2 weeks, full bi-weekly tuition is due to keep the spot.
- Drop-in care is subject to availability. Children must be registered in order to be eligible for drop-in care.
- Roots and Wings ELC reserves the right to change existing policies or introduce new policies with 2 weeks prior notice to customers.

PAID HOLIDAYS

- Roots and Wings ELC will be closed the following days as paid holidays:

Labor Day	Thanksgiving	Christmas Eve	Christmas Day
New Year's Eve	New Year's Day	Presidents' Day (SD)	Good Friday
Easter Monday (SD)	Memorial Day	July 4 th	4th Friday in August (SD)

*SD indicates Staff Development Day.

- Any holiday that falls on a weekend will be observed either the day prior or the day afterward.
- Yearly calendars will be distributed in July for the upcoming program year (Sept-August).





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VACATION POLICY

- One week of tuition-free vacation is given to each full time, year-round contract.
- Vacation can be dispersed daily or by a full week.
- Written email notification must be sent to the director at least 2 weeks in advance.
- Vacation allocation begins Sept. 1 and ends August 31.
- The director may grant vacation time within a 2 week notice under special circumstances (funeral, emergency, etc.).
- Vacation time does not carry over year to year.
- Vacation time will be pro-rated for mid year contracts.
- Vacation time for contracts less than full time will be pro-rated as follows:
 - 4 day (year round) contracts = 4 vacation days
 - 3 day (year round) contracts = 3 vacation days
 - 2 or 1 day contracts are not eligible for vacation days

MATERNITY/PATERNITY LEAVE POLICY

- To alter your family's contracted days for maternity/paternity leave, you must email the director. While we understand that the exact date of the leave and birth is unknown, approximate dates should be listed, along with what days your family will be in attendance at the center. This request needs to be sent at least two weeks before the estimated start date.
- If your family is contracted for five days a week, you may drop to a minimum of three days a week for 10 weeks.
- If you are contracted less than full time you can drop to a minimum of 2 days a week for 10 weeks.
- By utilizing maternity/paternity leave and changing contracted days, this eliminates accumulated vacation time.
- You may choose to add drop in days during maternity/paternity leave. Drop in days will be billed at the daily rate and depend on availability.

SUMMER SCHEDULE CHANGES

- Roots and Wings ELC is a full time, year-round program.
- Families not requiring summer care will be allowed the following:
 - If you are contracted for five days a week, you may drop to a minimum of three days a week for 10 weeks.
 - If you are contracted less than full time you can drop to a minimum of 2 days a week for 10 week.
- By utilizing a summer schedule change, this eliminates accumulated vacation time.

SIGNED CONTRACTS

- Registration fees will be due at time of registration in order to hold a spot.
- Completed documents, signed contracts and initial deposits will be due one month prior to opening.
- Roots and Wings ELC admin team will communicate updates monthly via Procure.

