



## FINANCIAL INFORMATION

Opening Date 2026- August 2027

----Weekly Rates ----  
(approximate ages)

|                      | INFANT<br>6 wks -18 mos | TODDLER<br>18-33 mos | PRE-K<br>33 mos-6 yrs |
|----------------------|-------------------------|----------------------|-----------------------|
| Full time (4-5 days) | \$290                   | \$255                | \$240                 |
| 3 days               | \$219                   | \$192                | \$180                 |
| Single Day           | \$73                    | \$64                 | \$60                  |

- Rates are based on a maximum of 10 hours per day. (50 hours/week)
- Priority given to full-time enrollment.
- Initial registration fee: \$100 per child
  - For enrolling multiple children, 1<sup>st</sup> 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 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: two healthy 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 any time within your 10-hour window. Care outside of this time will result in additional fees.
- Schedule changes require at least two week 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 without a fee.
- If your pre-approved extended care puts you over 10 hours for the day, you will be billed \$10 per child for every hour or portion thereof.



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### 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.

### INVOICING AND ATTENDANCE POLICIES

- Bi-weekly invoices are sent through Procare. 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 transactions in Procare.
- Checks are accepted. A \$30 charge will be added to your account due to non-sufficient funds and alternative payments will be required.
- Tuition remains the same whether your child is in attendance or not for your contracted days. The only change made will reflect vacation days used.
- No deductions or refunds are given for sick days, holidays or center closure days due to an emergency (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's approval and 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 will hold the spot for up to 2 weeks at no charge. After 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 for 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 <sup>th</sup> |
| 4 <sup>th</sup> Friday in Aug. (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 for 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. Prorated vacation will be allocated for the period of time from our start date to August 31, 2026.
- The director may grant vacation time within 2 weeks' 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 contracts are considered full time and earn 5 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 contracted days for maternity/paternity leave, you must email the director. While we understand that the exact date of birth/leave 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 2 weeks before the estimated start date.
- If contracted full-time, you may drop to a minimum of 3 days a week for 12 weeks.
- If contracted less than full-time, you can drop to a minimum of 2 days a week for 12 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 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 contracted full-time, you may drop to a minimum of 3 days a week for 10 weeks.
  - If contracted less than full-time you can drop to a minimum of 2 days a week for 10 weeks.
- 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 2 weeks prior to opening.
- Roots and Wings ELC admin team will communicate updates via Procure.