



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## TUITION POLICY

Child Care program fees are due on the 10<sup>th</sup> of each month that care is given. For Nursery School, Jumpstart and School Age Child Care, the yearly tuition is divided into ten equal payments. For Preschool, the yearly tuition is based on 50 weeks of care and divided into *twelve equal monthly payments*. Monthly payments are not related to the number of class days in specific months, as they will vary. Payment #1 is due on September 10<sup>th</sup>, and that secures your child's position in our program. Payment #2 will be due on October 10<sup>th</sup>, and on the 10<sup>th</sup> day of each month thereafter. The final payment for Nursery School, Jumpstart, and School Age Child Care is June 10<sup>th</sup>. Preschool payments will continue each month unless a Child Care Change Form is submitted (see below).

1. Please note: if your child is enrolled for any part of a calendar month, you will be charged full tuition for that month. Please plan ahead, and submit a Child Care Change Form as early as you know that you plan to reduce the days you need care or withdraw from the program entirely (see below for our Withdrawal Policy).

## WITHDRAWAL POLICY

Child care needs and situations change frequently. In order to better manage these changes and the impact they may have on classroom/program sizes and teacher/counselor needs, we ask that you please take the following steps to withdraw your child from our program:

- Pay any outstanding balances.
- Complete a Child Care Change Form. These forms can be found at the Y Learning Center and on-line at [www.sccymca.org/registration-forms](http://www.sccymca.org/registration-forms)
- Submit a completed Child Care Change Form to the Y Learning Center by the first day of the month BEFORE your withdrawal will take effect.
  - For example, if you plan to withdraw your child from the program at any point in the month of June, please submit a Child Care Change Form to the Y Learning Center by May 1<sup>st</sup>.
  - For your convenience you may email this form to a Director indicating your schedule change.

## SUMMER ENROLLMENT POLICY

In order to help us better plan for teachers in the summer months (June, July & August) we ask that you let us know your summer plans as soon as you know them. Please note the following:

1. We ask that any changes (including returning to the program after a prolonged absence) be made in accordance to our Withdrawal Policy (see above). Specifically, please inform us of your plans no later than the first day of the month BEFORE your return will take effect.
2. If your child is enrolled for any part of a calendar month, you will be charged full tuition for that month (see the Tuition Policy above).
3. Requests for an early start will be granted based on space availability. We cannot guarantee a spot will be available prior to the first day of Southington Public Schools. Please note, this availability may not be in a specific room or with a certain teacher.