



November 30, 2022

Dear Elm Tree Christian Child Care Families,

We hope everyone has had a great 2022!

2022 brought many changes and challenges to our center. Our biggest challenge every year is keeping and attracting highly qualified and dedicated teachers to care for your children. We truly attempt to keep as much consistency and stability as possible within each classroom.

You'll find when you inquire at other childcare centers, we are still one of the most affordable options with highly qualified teachers and accreditations. After prayerful consideration, however, the board has decided to increase the tuition effective January 23, 2023. The updated rates are attached.

In addition, we have also made the following adjustments:

- Annual registration fee \$150
- Nonsufficient funds fee \$25
- Late charge fee \$20.00 per day

Costs continue to increase, and we would like you to know how your tuition dollars are used. The following represent the majority of our expenses with salaries for our staff comprising the largest percentage.

- Salaries (we make every effort to stay competitive with other centers in the area)
- Health insurance for our full-time staff
- Professional education costs for our staff (all teachers in licensed centers are required by the Department of Children and Family Services to meet specific educational requirements each year)
- Tuition reimbursement for teachers wishing to become director qualified
- Insurance, audit and legal expenses
- Food and food service items
- Janitorial services
- Activity supplies
- Equipment (new and repair/replacement of broken items)
- Health and fitness programs
- Office supplies, telephone, and postage and other operating expenses

We understand this increase might cause some financial strain and we do offer a small scholarship program to assist families in need. Information on this program is available



from the Center Director. We also understand that you may choose to find a new childcare provider. If that is necessary, please remember that a 30 day notice is required should you decide to leave our program, or you'll be obligated to pay the full month's tuition upon your child's last day of attendance. This policy is included in the enrollment paperwork that you signed when your child began attending our program.

Thank you for your support and understanding. Feel free to contact me with any questions or concerns. We are truly committed to being an important part of your child's early years and want to provide the best education and care that we can.

Sincerely,

Karen Egan
Board President
twink55@comcast.net



2022-2023 School Year Tuition and Fee Schedule¹
(DIAPER/PULL UP WEARING CHILDREN)

Payments are due monthly on the dates indicated below

	Full day	Half days (less than 5.5 hours)	Church member discount Full Day Half Day
5 Days (M-F)	\$1205.00	\$875.00	\$1024.25 \$743.75
4 Days (M, T, W, F only)	\$1065.00	\$730.00	\$905.25 \$620.50
4 Days (M, T, TH, F only)	\$1065.00	\$730.00	\$905.25 \$620.50
3 Days (M, W, F only)	\$870.00	\$620.00	\$739.50 \$527.00

2022-2023 School Year Tuition and Fee Schedule¹
(FULLY POTTY TRAINED)

Payments are due monthly on the dates indicated below

	Full day	Half days (less than 5.5 hours)	Church member discount Full Day Half Day
5 Days (M-F)	\$1085.00	\$750.00	\$922.25 \$637.50
4 Days (M, T, W, F only)	\$935.00	\$600.00	\$794.75 \$510.00
4 Days (M, T, TH, F only)	\$935.00	\$600.00	\$794.75 \$510.00
3 Days (M, W, F only)	\$725.00	\$475.00	\$616.25 \$403.75

****Tuition rates are subject to an increase at any time. You will be notified when an increase is to happen by email and by a letter from our board president****

PAYMENT DUE DATES

August 8, 2022	February 20, 2023
September 6, 2022	March 20, 2023
October 3, 2022	April 17, 2023
October 31, 2022	May 15, 2023
November 28, 2022	June 12, 2023
December 27, 2022	July 10, 2023
January 23, 2023	August 7, 2023

FEES

Annual *nonrefundable* registration fee - **\$150.00**
 Nonsufficient funds fee- **\$25.00+** per occurrence (see tuition payment policy)

LATE PAYMENT POLICY

*Please notify the Director immediately if your payment will be late and/or if you need to make special arrangements. If payment is not received by due date indicated above a **\$20.00** later charge will be assessed, per day, until tuition is paid in full. A child whose account is on month past due will be disenrolled.*

¹ Effective January 23, 2023