

*NAEYC Accredited
Center

Eco-Healthy Child Care

STEPPING STONES
LEARNING CENTER
OF BIG RAPIDS

PARENT HANDBOOK
September 8, 2009

525 NORTH FOURTH AVENUE
BIG RAPIDS, MI 49307
(231)527-2273 (CARE)

www.steppingstonescc.org
stepstone@tucker-usa.com

Parents can view their children on our specialized camera system through our secure website.

FEE POLICY - Effective May 1, 2009

Infants Toddlers and Preschool under 3

Formula provided by Center

Full-time (7:00 a.m. - 6:00 p.m.)	or	Part-time (1 - 25 hours)
\$165.00		\$120.00

Formula provided by Parents Receive a Discount as follows

Full-time (7:00 a.m. - 6:00 p.m.)	or	Part-time (1 - 25 hours)
\$150.00		\$105.00

(Formula does not apply to children over 12 months of age).

Preschool 3 years and over (Preschool Programming included in hours)

Full-time (7:00 a.m. - 6:00 p.m.)	or	Part-time (1 -25 hours)
\$130.00		\$95.00

School Age Wraparound Care

Minimum Fee \$20.00 - \$3.00 Hourly (During school year)

Summer Rates \$130.00 Full Time Rate
\$ 95.00 Part Time Rate

To receive the School Age Wraparound Care Rate your child must attend on a weekly basis. The School Age Wraparound Care Rate applies to children who are enrolled in a kindergarten or higher level school age program. School Age Children who have a regular weekly schedule are not subject to the On Demand Care Fee on snow days, vacation days, etc.

On Demand Care is offered on Availability Only

Minimum Fee does not apply.

Infant and Toddler (6 weeks – 3 years)	Hourly \$5.50
Preschool (3 – 5 years)	Hourly \$5.00
School Age (K – 12)	Hourly \$4.00

This fee does not apply to children who have a regular weekly schedule (example: snow days).

Availability is not guaranteed. Children with full and part time schedules take precedence. On Demand care must be pre-authorized by the Director or designee, depending on available space.

Tuition for families that utilize the On Demand Care option will not be capped at the part-time or full-time rate. Example: 25 hours for a 3 year old would cost \$125.00, not \$95.00.

On snow days the charge for children that attend On Demand will be \$4.00 an hour.

Without siblings at the center:

If your child is coming to us for On Demand Care without siblings attending on a regular basis payment will be due upon the completion of service. If your balance is not paid at pick up time your child will not be allowed to attend the center until the balance is paid in full.

With siblings at the center:

When utilizing On Demand Care with siblings attending the center on a regular basis, payment will be made as normal by Friday of each week for that weeks care. On Demand Care must be pre-authorized by the Director or designee depending on available space.

Outings & Field Trips for On Demand Children during the Summer Program

Those children who will be participating on the days Field Trips or outings are scheduled need to plan ahead of time. Every week the teaching staff must call to set up bussing for the following week for the children. If we do not have the correct count for the bus it may not be possible to fit last minute children in on these experiences for transportation. Cost of the transportation and a fee for the experience, if applicable, will be charged.

Preschool Program

Parents that are looking for a 2 or 3 day preschool program may opt for:

2 Day Program – Tuesday and Thursday 8:00 a.m. – 12:00 p.m. for \$40.00

3 Day Program – Mon., Wed. and Friday 8:00 a.m. – 12:00 p.m. for \$60.00

Tuition includes breakfast and lunch that will be served to the preschooler each day.

The following applies to all clients:

- \$20.00 Registration Fee - Waived for residents and employees of Big Rapids Housing Commission.
- Full-time is considered over 25 hours and up to 55 hours per week.
- The part-time rate will be charged for all enrollees who attend the center 25 hours or less per week. The full-time rate will be charged for all enrollees who attend the center more than 25 hours a week.
- \$25.00 per week will be charged in place of the regular tuition fee during absence of one week or more upon request. You will be charged the hourly rate for any hours your child attends the center during that week. This must be requested on the

appropriate form. To reserve your space full-time children may not request more than four reduced weeks per year. Part-time children may request up to two reduced weeks per calendar year.

- Partial hours are billed at the full hour rate.

Full-time Benefits

- Unlimited care during regular hours 7:00 a.m. - 6:00 p.m.
- Eligible for multiple child discount.
- 4 Minimum Fee weeks per calendar year (January 1-December 31). Minimum Fee Weeks must be requested on the appropriate form and are not eligible for the multiple child discount.

Revolving Schedules

In order to maintain teacher-child ratios, parents with a revolving work/school schedule will be charged the full-time rate. Please speak to the Director regarding this policy if you have questions.

Part-time Care & Wraparound Care Policy

Part-time schedules will be accepted subject to availability. Enrollment priority will be given to full time children, and if a waiting list is present, part-time parents may be asked to pay the full-time rate or take the chance of losing their part-time slot.

Schedule changes may be accepted once per month, subject to availability and must be provided to the office by 6:00 p.m. on the 28th day of each month for the following months care. The weekly schedule must remain the same for the entire month. If your schedule is the same monthly, it will only be necessary to provide the initial schedule.

Part-time parents are not allowed to swap hours. For example: Regular schedule is 8:00 a.m. to 2:00 p.m., parents cannot bring a child at 10:00 a.m. to 4:00 p.m. without an additional charge and pre-approval by a Center Representative. If your child is not already scheduled 25 hours there will not be an additional charge if they are still at or under the 25 hours and have received prior approval of the schedule change.

A part-time parent is only allowed to exceed the 25 hour part-time schedule 3 times during a one year period (January 1- December 31) and be able to remain at the hourly rate. After the third time the 25 hour part-time schedule is exceeded it will be necessary for the parent to pay the full-time rate for any weeks the 25 hour part-time schedule is exceeded.

Big Rapids Housing Commission Residents/Employees

- Residents may elect to pay an hourly fee of \$4.60 (center supplied formula) or \$4.00 (parent supplied formula) for children age 6 weeks - 3 years and \$3.60 for children age 3 years -12 years.
- A \$25.00 Minimum Weekly Fee will be charged to residents of the Big Rapids Housing Commission if care is on an hourly rate.

Money Orders

We do not accept credit cards or debit cards at this time.

NSF Check Policy

Stepping Stones Learning Center of Big Rapids, LLC follows the guidelines set forth by the Big Rapids Department of Public Safety for NSF checks. In addition, after the second NSF check, the center will require cash payments for the remaining time your child(ren) are in care.

Billing Information

Statements are generated each Monday by 11:00 AM. The statement is placed in your child's basket that is provided by the center. In the toddler room your statement is placed in your child's file. When siblings are in care the statement will be placed in the younger child's cubby or file.