

ACADEMIA DE MI ABUELA

Child Care Tuition Rates and Enrollment Provisions

~ECE Programs for Children ages 2-6 years old, M-F: 7am-6pm

(financial aid & subsidized enrollment available: no one is turned down for financial hardship)

~All day attendance is relative and varies from family to family, according to parent work schedules.

Drop-off and pick-up times will be agreed upon during the enrollment meeting. No exceptions.

CASA LILA & CASA SOL, 2-3 years old/Part-Time Rate:

2 days per week, \$1,000.00/month, 3 days per week, \$1,300.00/month

CASA LILA & CASA SOL, 2-3-year-old/Full-Time Rate:

4 days per week, \$1,650.00/month, 5 days per week, \$1,850.00/month

**Parents will supply (LABELED with child's name the following items to the school for each infant child enrolled: -small & safe (as described by CCLD online) play pin, sleeping linens, pacifier, drinking cups/bottles, soft toys for sleeping, hamper bag for soiled clothing/linens, etc. storage, small standard high chair, 1 week supply of diapers & wipes (at least & for weekly restocking), diaper rash cream, body lotion & SPF, at least 2 snacks, lunch meal & milk, p small diapering bag to store all of the child's items in his/her cubbies-storage space. Parents supply napping mat, diapers/pull-ups & wipes, and specialized diet foods*

****Toilet-training + enrichment activities + meals included***

CASA LIMA & CASA CELESTE, 4-6 years old/Part-Time Rate:

2 days per week, \$950.00/month, 3 days per week, \$1,250.00/month

CASA LIMA & CASA CELESTE, 4-6 years old/Full-Time Rate:

4 days per week, \$1,600.00/month, 5 days per week, \$1,800.00/month

**Parents will supply (LABELED with child's name the following items to the school for each infant child enrolled: -small & safe (as described by CCLD online) play pin, sleeping linens, pacifier, drinking cups/bottles, soft toys for sleeping, hamper bag for soiled clothing/linens, etc. storage, small standard high chair, 1 week supply of diapers & wipes (at least & for weekly restocking), diaper rash cream, body lotion & SPF, at least 2 snacks, lunch meal & milk, p small diapering bag to store all of the child's items in his/her cubbies-storage space. Parents supply napping mat, diapers/pull-ups & wipes, and specialized diet foods*

****+ enrichment activities + meals included***

Half Day Child Care Schedules:

~AMA's AM half day (7:00am-12:00pm/12:00pm-5:00pm) child care schedule is available with a 5% monthly tuition discount. This discount applies to all classrooms. *No sibling discount applied to half day schedules.

Enrollment Tuition Fee (security payment):

The enrollment fee of **\$350.00** is due upon child enrollment. This is a **non-refundable and one-time fee, which includes the application fee of \$25.00.** This tuition rate is charged per participating child and is due, with that of the first month of tuition on the day of the enrollment meeting. Once parent submit a full tuition payment and enrollment documents, and materials, the student will have a reserved child care slot as indicated in the student enrollment agreement (contract). **NOTE:** *AMA's school aged program (after school pick-up service @ Montclair Elementary School) requires a \$175.00/student reservation/enrollment fee upon submittal of student enrollment contract (download from school website @ Admissions = student enrollment agreement). Limited financial aid assistance is available, and a 5% sibling discount. For more information, please visit the school website, including to view monthly tuition rates at, www.amachildcarecenter.org.*

Drop-In and Transitional Child Care:

Drop-in child care is available on a first come and first serve basis and ALL students must be fully enrolled with AMA to participate, including sibling (s) participation during "specialized"-school events, such as "Parent's Night Out/PJ Party (other fee applied)." The student participation contract/waiver must be signed prior to attending "specialized" events, as described above. Rates may vary and are due upon child pick up (TBA).

There is a drop-in fee of **\$20.00/hour** for all child care that is considered drop-in or transition child care. This fee is due upon rendered child care services.

Sibling Discount:

A sibling discount is available for families.

No sibling discount applied to enrollment fees.** The first child pays full price at the highest rate, while the additional (second) sibling pays **10%** below the daily permanent and monthly child care tuition rate. ***No sibling discount for half day schedule.
Absolutely no child care schedule changes (swapping days of care) and barter agreements.

Financial Aid Assistance and Subsidized Families:

Subsidized tuition payment applies to P-T and F-T permanent child care schedules for a 1 yr. commitment. To preserve the student's childcare slot parents will submit the "re-enrollment" form each school year by March 1st. Parents are responsible for all child care associated fees (i.e. enrollment fees and late pick-up fees **@ \$2.00/minute**, drop-in fees, early termination/missing 30-day notice of termination fees, AMA property damage fees, personal leave, and AMA holiday/vacation schedule, etc.) AND for the monthly submission of government agency time sheets, and ALL enrollment paper work with the agency. Time sheets must be filled out and signed by both parties and hand delivered on the last day of care monthly, and by the parent. If subsidized payment is not received by mid-month (one month behind), parents are responsible for the full tuition payment, and must pay the difference in monthly rate if the subsidized agency does NOT pay for the entire monthly tuition fee.

- *Your low-income scholarship, subsidized tuition rate and sibling discount may not be substituted, combined or barter traded in any way.*
- **Financial Aid assistance may be available for low-income families on a first come and first serve basis and depending on the urgency of need for the family. Submit AMA's financial aid application--to download from the school web site.**
- **You must submit 3 current work paystubs to determine the rate of scholarship.**
- **NO barter agreements are allowed, NO exceptions.**

Admissions and Waiting List Policy:

There is a non-refundable and one-time student application fee of \$25.00/child, which will place you on the "formal" student enrollment waiting list. Your check will be cashed upon receiving the waiting list application.

*Please mail-in your waiting list application, with an attached child photo and the application fee of \$25.00 to 2162 Mountain Blvd., Suite #300, Oakland, CA 94611, ATTN: Administration Department.

*We contact families on the formal waiting list according to a first come and first serve basis and we do not discriminate based on sex, gender, social and economic status, sexuality, etc. Provide three various childcare schedules (P-T care only) in the waiting list application. The family's top choice in child care schedule will be seriously considered.

*We will offer child care slots on a first come and first serve basis and according to schedule availability, teacher to student ratio, child care capacity (licensing), and gender/linguistic diversity (etc.).

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*We highly recommend for parents to turn in the *application of interest to enroll* for each child and during the first school visit, along with the application fee of \$25.00. Make checks out to *Academia de Mi Abuela*. Your child will be placed on the formal waiting list. ALL currently enrolled families have priority in making changes to their current child care schedule over waiting list applicants.

Enrollment Meeting and Reserving Future Care:

A complete enrollment packet, family photos, emergency packet items, and ALL tuition fee (application, infrastructure and the first month of care tuition fee) are due upon the day of the enrollment meeting with both parents. Napping, diapering (clothing, shoes, socks, jacket, etc.) and dietary food/materials are also due upon the first day of permanent child care. See school web page for updated enrollment details. *See check off list posted on the school web page for details. The first month of tuition and enrollment fee is due upon child enrollment, along with the enrollment forms and materials listed in the “check off” list.

Parents are responsible for making a full tuition payment for the first month of attendance and enrollment fees of \$350.00 (total) by the time of the final, enrollment meeting. Your enrollment fee is due at the time of the enrollment meeting, which is the 3rd and final meeting, before child care commencement. *Also, this enrollment fee guarantees the child care availability for your child at a future starting date. For example, if you are interested in securing a child care slot for your child (2-3 months into the future), parents will need to participate in ALL the enrollment steps, including making a payment for the first month of attendance, and the deposit/infrastructure fee. AMA highly recommends early enrollment of at least three months and no more.

*******Please make ALL checks out to Academia de Mi Abuela (AMA) and provide an automatic payment with your online banking system (via bill pay = payment for an “individual” payee and include your child’s full name and the month in which payment corresponds to, as “the” asked account number). The bank will mail out a check dated before or on the 25th of each month. There is a delay in mailing out your automatic payment by 7-10 business days from the bank. Thank you for your timely payment in advance! *******

Late Tuition Payment & Bounced Check Policy:

There is a \$50.00 late tuition payment fee, as well as a \$35.00 bounced check fee. After the second late day, you will accrue a \$25.00 late charge fee for every day that your full tuition payment is late. Your late fees will be included with your monthly tuition payment, along with any additional charges due to increased attendance, and are due by

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the first of the months. **No temporary child care schedule changes and/or permanent child care schedule changes will be permitted at any time. NO breaks in care for more than 2 weeks and up w/out doctor note. ALL PAYMENTS ARE DUE BY THE 25TH OF EACH MONTH.**

Student Supplies and Equipment Provisions:

- ~Some organic foods & cow milk may be included; children eat organic produce from their school garden (coming soon!)
- ~ Specialized food and milk are not included in the tuition (**special diets will be accommodated by parents, i.e. vegetarian, vegan, allergies, etc.**). You must also supply a small high chair and ALL eating utensils for your infant child (if applicable).
- ~ Pull-Up, Diapers and Wipes are not included in the tuition cost and must be supplied by each family (label all items with your child's full name)
- ~ Sleeping mat or play pin must be supplied by parents for naptime use

Other Enrollment Requirements and AMA policy:

-Parents must supply the school with a napping mat, linens (small pillow, if needed), diapers/pull-ups (lots of undies if potty training), SPF, pain/fever reducers, Orajel, eye drops, vitamins, diaper rash cream/body lotion, wipes, hamper bag (for storage of soiled clothing/linens), 911 child KIT, ALL enrollment documents, and specialized diet foods during the enrollment meeting.

-WE ARE A NO NUTS SCHOOL, SO PLEASE NO PEANUT BUTTER, ALMOND MILK, ETC.

*****All these items will be placed inside a child sized (small) backpack, which will be fully labeled with your child's first and last name. Do restock and clean out your child's backpack, and cubby storage space daily. Your child will wear comfortable clothing and closed-toe shoes for daily active, outdoor activities. NO TOYS, NO TECHNOLOGY, NO GUM & NO SWEETS PLEASE. THANKS!

-Medicines (including herbal and multivitamins) will not be administered unless the Medicine Administration Form is signed by parents & only 1 dose will be administered as supplied by parents. AMA does not supply medicines of any kind.

***Students with food allergies and/or chronic medical illness must have an IMS signed by her/his physician and Meds must be stored inside original distribution package, containing student's name on the front cover before starting care at AMA.**

-EARLY STUDENT GRADUATION, RETENTION AND OTHER CLASSROOM CHANGES:

-Socio-emotional development and potty training may be assessed, before promoting the

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child to the next grade level (classroom), OR with holding the child back a school year (TBA).

-Child assessment for an early promotion and transition promotion-plan will be permitted subject to teacher and administration recommendation, and with parent notification.

-Children may participate in group activities in other classrooms and may be combined during the early morning and late afternoon school hours due to less children and less staff capacity.

-In the event of understaffing, the Director, Assistant S.S. (Leonor Dukes) and Site Supervisor (Yaneldis Diaz) may participate in the coverage of classrooms and classroom combinations may be permitted for proper child supervision, and ratios. This accommodation may occur at any given time and without prior parent notification.

***Parents are required to participate in the initial and annual field trip, school-wide performance, H.W. project assignment and (orientation) parent meeting of the school year (see calendar for details).**

Remember parents, it takes an entire Village to Raise a Child! Your feedback and partnership matters...Adelante!