

McLennan Community College

POLICIES AND PROCEDURES

Reference:	D-XI-a	Effective Date	04/19/2011
Subject:	Child Development Center-Tuition and Fees		
Source:	Vice President, Instruction & Student Engagement		
Approval Authority:	President	Approval Date	04/19/2011
History:	Previously effective 04/19/2011, replaced policy dated 02/21/2011		
Remarks:	Policy updated to new format.		

The Child Development Center (hereafter, "Center") serves as a laboratory school for McLennan Community College (MCC) students in the Child Development Program. The purpose is to provide exemplary childcare and development while providing observation and lab experiences for students.

The College reserves the right to select children for the Center and to approve their continued enrollment. Spaces in the Center shall be assigned on the basis of children's age groups, as arranged by the College.

Age, sex, developmental level and instructional program requirements are among considerations for group placement of the children enrolled.

The desired center-wide enrollment mix is an approximately equal number of children of MCC students and employees. If there are spaces not filled by children of either students or employees, the spaces shall be open to children of the general public.

1. Tuition - The daily tuition charge for each child enrolled shall be paid monthly or semi-monthly in advance. A discount is given for each additional child enrolled from the same family (parent/guardian). See payment schedule for specifics.
2. Payment Schedule - Prior to the beginning of the operating year, the Division Chair, Human Services & Education, in cooperation with the Vice-President, Finance & Administration, shall develop a Payment Schedule which specifies the dates of operation of the Center, the charges due for each period and deadlines for payment of charges. The operating year shall be September 1 through August 31.
3. Calculation of Tuition - The calculation of tuition shall be on an annual basis divided into 12 or 24 equal payments. The annual tuition shall be the predetermined daily rate, based on age group, multiplied by the number of operating days scheduled for the school year.
 - a. Initial Tuition and Fees - The initial tuition, enrollment fee and annual supplies fee are payable to the Financial Services Office in advance of any child care services provided. Tuition for the portion of the initial period that childcare services are to be received will be prorated by days. The number of days to be paid for in the initial payment will be determined according to the regular Payment Schedule option, either monthly or semi-monthly (twice monthly), selected by the parent(s)/guardian(s).

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- b. Regular Monthly/Semi-monthly Payment - The parent(s)/guardian(s) will select either a monthly or semi-monthly (twice monthly) payment option at initial registration. The payment option will not be changed without prior approval of the Vice-President, Finance & Administration.
 - c. Terminal Tuition - The terminal tuition shall be prorated by the same method used for calculating the initial charge. Any unused tuition will be returned if the parent(s)/guardian(s) gives a written, ten (10) operating day advance notification of withdrawal (see 7.b below).
4. Assessment of Charges and Dissemination of Information - The Facility Director shall, at the time of registration, inform parent(s)/guardian(s) of all policies and procedures as they apply to operation of the Center, provide a copy of the Payment Schedule, and emphasize that the parent(s)/guardian(s) is responsible for payments being received in the MCC Financial Services Office by the due dates.
 5. Collection of Tuition and Fees - The Financial Services Office shall be responsible for the collection of tuition and fees and will issue a receipt to each parent(s)/guardian(s) upon payment.
 6. Delinquent Accounts - Failure to pay a tuition installment on or before the due date shall result in the account being delinquent. The Financial Services Office will provide the Facility Director a report of payment status of parents/guardians as of 5 p.m. the 5th and 20th of each month, with copies to appropriate administrators. When an account becomes delinquent, the parent(s)/guardian(s) shall be so notified immediately by the Facility Director. If a delinquent account is not paid in full within the first two Center operating days after the account becomes delinquent, the enrollment of the child involved will be terminated (i.e., the child will not be accepted the third day). Reinstatement of a child excluded for this reason may be authorized only by the Dean, Workforce and Public Service, after consultation with the Vice-President, Finance & Administration.

The College's policy on unpaid/unresolved obligations to the College shall apply to the parent(s)/guardian(s) involved, with respect to financial and other obligations to the Center. (G-XXVI)

7. Refunds and Withdrawals
 - a. Temporary Absence - In order to maintain a program based on a certain number of children enrolled, refunds for illness, or other temporary absences due to vacation, inclement weather, etc., will not be given. Tuition is charged to provide and maintain a place for a child in the Center.
 - b. Withdrawals - A written notice to the Facility Director shall be required ten (10) operating days in advance of withdrawal of a child by the parent(s)/guardian(s). The parent(s)/guardian(s) is responsible for payment of fees for at least the first ten days following notice of withdrawal. This is to provide the Center adequate time to fill the vacancy.
 - c. Designated School Holidays and Spring Recess - No tuition will be assessed

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for the days that the Center is closed during designated College holidays and spring recess. Designated holidays and spring recess are listed on the Payment Schedule distributed to each parent(s)/guardian(s) upon enrollment.

- d. Termination of Services - Evaluation of a child's progress and development may indicate need for services that can be better provided by another childcare program. Consultation with parents/ guardians will be made to assist with planning to meet the individual child's needs when they cannot be met in the Center program.

The College may require removal of a child from the Center if such is in the best interest of the Child Development program.

8. Insurance Fee - An annual insurance fee for each child will be payable at each child's initial enrollment, and annually on September 1 (for the upcoming year), to cover the cost of providing a child care accident policy. The fee shall be paid in full (not prorated), regardless of the time remaining on the annual payment schedule at the time of enrollment of a particular child. No refund will be made for any portion of the insurance fee. The insurance fee will be listed on the annual payment schedule.
9. Registration Fee - A non-refundable registration fee for each child will be payable at each child's initial enrollment. The registration fee will be listed on the annual payment schedule.