

# Andrews University

Children's Learning Center

## 2023 - 2024 Rates

Hours Per Week	Infants, Toddlers and Twos (2 weeks – 35 months)	Preschool and Pre-Kindergarten* (3 and 4 years)	Young Fives* (5 and 6 years)
PLAN B1 20-25.50 Hours/Week	\$148	\$114	\$78
PLAN B2 26-29.50 Hours/Week	\$166	\$139	\$96
PLAN C1 30-35.50 Hours/Week	\$191	\$159	\$113
PLAN C2 36-39.50 Hours/Week	\$199	\$174	\$131
PLAN D1 40-45.50 Hours/Week	\$212	\$184	\$148
PLAN D2 46+ Hours/ Week	\$4.64 / Hour	\$4.03 / Hour	\$3.23 / Hour
SUMMER CAMP / SA FULL DAY			\$35 / Day
SA AFTER SCHOOL (on school days)			\$3.99 / Hour
ADD ON HOURS (if space available)	\$8.48 / Hour	\$7.03 / Hour	\$4.99 / Hour
NON-SCHEDULED HOURS	\$12.00 Pro-Rated Hourly	\$12.00 Pro-Rated Hourly	\$12.00 Pro-Rated Hourly
AFTER CLOSING PICK-UP	\$2.50 Per Minute	\$2.50 Per Minute	\$2.50 Per Minute

2023-2024 Rates are effective August 28, 2023 – August 23, 2024

- **\* Children who are turning 3 but are not potty trained will remain at the Twos rate until potty training is achieved.**
- All meals are included at no additional cost.
- Diaper fee - \$1 each (no charge if provided)
- Discretionary days: Plan B (7 days). Plan C (10 days). Plan D (15 days). Discretionary days reset on August 28.
- \$50 Per Child Registration Fee at time of initial enrollment or re-enrollment after withdrawal or termination.
- \$50 Per Child Materials Fee– billed on the third Tuesday of February
- \$50 per Child School Age Summer Camp Registration Fee – billed at the time of enrollment to reserve spot.
- \$50 Per Child Change of Plan fee will be charged to hold the child's spot when off schedule for a full week+. The fee will be refunded for children of Andrew University faculty/staff (upon return). The fee will be refunded for Andrews University students during university breaks (upon return). This fee will not be refunded if a child does not return.
- Unpaid balances will be assessed a 1% carrying charge the Wednesday after tuition was due.
- Tuition is due every other Monday for a two week period.

(Additional financial details are available in the Parents' Handbook.)

# IMPORTANT CRAYON BOX SCHEDULING AND PAYMENT PROCEDURES

**Please help us to keep our scheduling and payment routines functioning efficiently by referring to and following these procedures:**

- Schedules must be submitted in writing with the purple form in the office, through the Remind App, or email to [cbschedules@andrews.edu](mailto:cbschedules@andrews.edu).
- Schedules **MUST** be turned in by 5 pm on Wednesday of the prior week. Schedule changes are subject to availability if received after 5 pm on Wednesday.
- A financial contract is completed for each child according to his/her schedule for care. All plans are billed for actual hours requested. Though preference is given to full-time enrollment (Plans C and D), The Crayon Box does offer a space-sharing program where part-time spaces equal one full-time space, if possible. Part-time enrollment (Plan B) is less flexible than Plans C and D and the child must have set days they attend.
- You will be charged for the hours you schedule your child for. Care given outside of the scheduled hours will be at the Non-Scheduled Hours rate. No credit will be given if attendance is less than the scheduled hours. Hours not used cannot be transferred to another day.
- Your written schedule request will remain as your set schedule in the computer system until you submit another written request. If you are requesting hours for “one week only”, please make sure that you enter a second form requesting the schedule to go back to the original hours or to “no hours” for the following week.
- If a child attends on a consistent schedule, that schedule will continue to be in effect even during a week with a holiday and the same rate will be charges. Schedule changes may be submitted for credit of the day off for the Thanksgiving and Christmas holidays only. Discretionary days may be used to receive credit for days the child was scheduled but did not attend. Discretionary days per school year: Plan B (7). Plan C (10). Plan D (15).
- When a child is off schedule for a full week or longer, a \$50 Change of Plan fee will be charged to hold the child’s spot. The fee will be refunded for children of Andrew University faculty and staff (upon return). The fee will also be refunded for Andrews University students during university breaks (upon return). This fee will not be refunded if a child does not return.
- **PAYMENT BEFORE SERVICE** must be our policy to remain a financially sound business.
- **Advance Payment Plans:** Fees for the contracted plan are due two weeks in advance. Billing follows a two-week cycle. Tuition is due on the scheduled “due date” every other Monday. If payment has not been received by Tuesday morning following the Tuition Due Date, a reminder will be placed on the time clock. A 1% carrying charge will be posted to the account on Wednesday afternoon following the Monday when the payment is due. We will be unable to provide service for your child on the following week if there is an unpaid bill and no payment plan is in place. Failure to make payment or arrangements for payment within 30 days of the due date may result in termination and re-registration fee for re-enrollment. (All scheduled hours are subject to advanced payment.)
- Please plan accordingly. We are a business with financial obligations. Communicate with the office if unavoidable circumstances arise. Payment plans can be arranged in case of emergencies only.