

Financial

Tuition

Tuition is determined by the child's age and according to the center's fee schedule:

- Level 1 (age 6 weeks)
- Level 2 (age 14 months as of 9/15)
- Level 3 (age 24 months as of 9/15)
- Preschool (3 years and toilet trained as of 9/15)
- Kindergarten (age determined by home school district)

Play & Learn's fees are reviewed on an annual basis. Annual fee schedules are provided in mid-January. **Changes in tuition are reflected on February bills.** Abington Gerstadt Center fee schedules are provided in mid-August. **Changes in tuition are reflected on September bills.**

Billing & Payments

Your bill will be determined based on your child's schedule and age level. You may contract for a regular schedule and with the Director's approval, add hours/days on a non-contracted basis. Billing occurs monthly for all families.

The bill is calculated by multiplying the weekly rate by 4.33 average weeks per month (this is the same as weekly rate x 52 weeks and divided by 12 monthly payments).

Payments are due in advance of service on the 25th of the preceding month. Any payments not received by the 30th of each month will be charged a \$15 late fee. Families requiring a different payment schedule should contact the Accounting Office. A charge of \$20 will be added for any checks returned by the bank.

Methods of Payment

Play & Learn tuition may be paid by the following methods:

Electronic Funds Transfer: For more convenient tuition payment, Play & Learn offers automatic electronic payments that will transfer funds from your checking or savings account, Visa or Master Card on the 25th of each month. Sign up forms are at the center, please see your center director for a form.

Click-to-Pay Option: Your tuition bill will be sent by e-mail from the Accounting Office by the 15th of the month. You will be able to pay your bill online using a credit card or bank draft at any time. Payment is due by the 25th of the preceding month.

Check: Monthly bills will be e-mailed. A mailed statement can be provided at your request. Payments made by check may be placed in the box at your Center, or mailed to:

Play & Learn
Attention: Accounting
200 Camp Hill Road
Fort Washington, PA 19034

Cash: Cash payments must be brought to the Accounting Office in Fort Washington and a receipt should be requested.

Other Fees

Date Due

Camp Activity Fee Level 3, PS, K	\$45 (June)
School Activity Fee Level 3, PS, K	55 (September)
Book Fee (Kindergarten)	30 (September)
Annual Family Registration and Insurance Fee	25 (September)

An insurance fee is included in your registration cost and is billed annually. This annual insurance fee covers any co-pays, medications and doctor's visits for medical/dental injuries that may occur at the center. It can also be the primary insurance for these injuries. More details are available through the Accounting Office.

The Accounting Office is available by phone at 215-643-4218 or by email at accounting@playandlearn.com for questions regarding billing or tuition.

Late Pick Up

If you will be late picking up your child, you must call the Center to inform the staff. If you do not contact the center by 6 pm (6:30pm at the Abington Gerstadt Center), the Emergency Contact List of persons to whom your child can be released will be called. If by 6:30 pm (7pm at the Abington Gerstadt Center) we are unable to reach you or your Emergency Contacts, the local police department will be notified. You will be charged \$10 for each 15 minutes (or portion of 15 minutes) that you are late. Late fee payments are due in your next tuition payment.

Frequent late pick-ups (3 or more in a 3 month period), may result in termination from the program.

Extra Hours

If you require extra time beyond your regular schedule, you will be billed on a non-contracted hourly basis. Any portion of an hour will be billed as one full hour and the time should be approved by the Director. For example, if you are scheduled from 9:00-12:00 and you stay until 12:30, you will be billed for the full hour up until 1:00pm. Subsidized children may not attend more hours than approved by CCIS.

Tuition Discounts & Financial Assistance

Play & Learn offers the following discounts and financial assistance plans to all enrolled families. Discounts are offered on monthly contracted services and not on additional services.

- 1. Abington Jefferson Health:** Abington Jefferson Health employees and students receive a discount on tuition at all Play & Learn centers. In addition, they receive priority enrollment at The Gerstadt Center. To receive the discount, families must provide their employee or student ID number.
- 2. Sibling Discount:** When one or more siblings enroll, a 10% discount (5% discount at Abington Gerstadt Center) will be given on the lowest tuition. A minimum contracted schedule of 25 hours per week for each child is required to be eligible for this discount.
- 3. Pre-Payment Discount:** Families who pay 6 months in advance will receive a 1% tuition discount for their pre-payment.
- 4. Community Partner Discounts:** To find out if your company receives a Community Partner discount, contact our administrative office at 215-643-4142 or visit www.playandlearn.com.
**Community partner discount valid for one child per family only. Other restrictions apply.*
- 5. Military Discount:** Military families receive a 25% tuition discount at all centers.
**Military discount valid for one child per family only. Other restrictions apply.*
- 6. Subsidized Care:** CAO and CCIS (from the child's home county) are accepted for qualified families. Information is available from the Accounting Office.

CCIS Copays:

- Those families paying a CAO or CCIS co-pay of \$40/week or more, will pay an additional \$12/week co-pay to Play & Learn.
- Those families paying a CAO or CCIS co-pay of less than \$40/week will pay an additional \$8/week co-pay to Play & Learn.

- 7. Granny Fund:** Play & Learn's Granny Fund is available for tuition assistance. See your Center Director for eligibility and application information. For more information, see page 22. **11**