



## TUITION POLICIES & RATES 2014-2015

	FULL TIME more than 30 hours per week	PART TIME A 29 to 12 hours per week	PART TIME B 8 TO 11 hours per week I-PS, < 3 hrs/wk SA
INFANT/ONES	\$12.78/hr.	\$14.09/hr.	\$15.50/hr.
YOUNG TODDLERS	\$11.85	\$13.05	\$14.35
TODDLERS/2-3's	\$11.36	\$12.50	\$13.76
PRE-SCHOOL 1	\$10.93	\$12.02	\$13.21
PRE-SCHOOL 2	\$10.71	\$11.80	\$12.94
SCHOOL-AGE*		\$10.28*	\$11.31

\* Three hour per week minimum for the school age program.

The Infant Toddler Children's Center reserves the right to change tuition rates with thirty (30) days notice.

<b>TUITION</b>	Parents may choose a full or part day schedule each day for their child. Charges are figured in full hour increments on the hour or half hour with the exception of the 7:45 arrival time and the school age group. The required orientation for new families is included as part of the tuition.
<b>SIBLING RATE</b>	10% discount on the oldest child
<b>REGISTRATION</b>	\$35.00 for initial registration per family, non-refundable, not applied to tuition
<b>RE-ENROLLMENT</b>	\$25.00 per family, per year, non-refundable
<b>PROGRAM DEPOSIT</b>	\$300.00 made at the time of an offer of space. The deposit will not be refunded prior to the start of attendance. \$200.00 is applied to the first month's tuition. \$100.00 is refunded at the end of the child's enrollment and after the final tuition payment is paid in full.
<b>PROGRAM LENGTH</b> (applies to infant through preschool groups only)	<b>SCHOOL YEAR (SY):</b> September through June. Summer care may be purchased by the week if space is available. <b>SCHOOL YEAR + (SY+):</b> School year plus your choice of 3 weeks in the summer. Additional summer weeks may be added if time is available. <b>FULL YEAR (FY):</b> September through August (Basic Rates discounted 1.25%). Note: The number of weeks for each plan may vary from year to year depending on the number of weeks ITC is actually open.
<b>WEEKS THE CENTER IS CLOSED</b>	The Center is closed for Winter Holiday (i.e. December 24 – January 1) and 2 weeks in August (usually the last 2 weeks of the month – see calendar on back). Tuition is not charged for these weeks.
<b>PAYMENT</b>	Payment is required on a monthly basis. Tuition invoices are e-mailed by the 10 <sup>th</sup> of the preceding month, and payments are due 10 days later.
<b>ABSENCES</b>	Tuition payments must be made in full each month regardless of absences.
<b>EXTRA HOURS</b>	Care beyond reserved schedule can be arranged in writing and approved by your child's teacher as space is available. Extra hours are charged at your child's regular hourly rate in full hour increments, and billed on the following month's tuition invoice. You will be charged for the extra hours reserved unless you cancel at least 48 hours in advance. No charge will be incurred if a cancellation is due to the child's illness.
<b>LATE PICK-UPS/ EARLY DROP-OFFS</b>	Late pick-ups or non-approved early drop-offs are disruptive to staff schedules and confusing to children. These unplanned changes in arrival or departure time will be billed as extra hours in one hour increments. For late pick-ups at the end of the day, there will be a charge of \$1.00 per minute for any pick up past 6:01.
<b>WITHDRAWALS</b>	<b>Four full weeks written notice is required to withdraw.</b> Failure to provide 4 full weeks notice of withdrawal results in 4 full week's tuition obligation. The \$100 deposit is refunded after all financial obligations are met.
<b>SCHEDULE CHANGES</b>	We will do our best to accommodate changes in weekly schedules. If you wish to add or exchange hours, we will try to grant your request pending space and adequate staffing. <i>There is a 5 month waiting period to decrease hours.</i> You are committed to the length of your program year once you sign a tuition contract.
<b>EMERGENCY CLOSINGS</b>	No refund, exchanges or credits are given for emergency weather related or other closings whether Center closes for all or part of the day.
<b>FINANCIAL AID</b>	Financial aid for tuition is available from the Center Scholarship Fund. For more information contact Susan Twombly at 978-263-2064.

ITC SCHOOL YEAR  
2014-15

<i>Sept.</i>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
	<u><b>1</b></u>	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			

**SEPT**  
1 CENTER CLOSED, LABOR DAY  
2 ITC RE-OPENS  
25 PUBLIC SCHOOLS CLOSED--ITC OPEN

**OCT**  
13 CENTER CLOSED -- COLUMBUS DAY

<i>Oct.</i>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
			1	2	<b>3</b>
	6	7	8	9	10
	<u><b>13</b></u>	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

**NOV**  
4 PUBLIC SCHOOL CLOSED -- ITC OPEN  
11 PUBLIC SCHOOLS CLOSED -- ITC OPEN  
27-27 CENTER CLOSED -- THANKSGIVING

**DEC**  
24-31 CENTER CLOSED -- WINTER HOLIDAY

<i>Nov.</i>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	<u><b>27</b></u>	<u><b>28</b></u>

**JAN**  
1 CENTER CLOSED --NEW YEAR'S DAY  
19 CENTER CLOSED -- MLK,JR. DAY

**FEB**  
16 CENTER CLOSED -- PRESIDENTS' DAY

<i>Dec.</i>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	<u><b>24</b></u>	<u><b>25</b></u>	<u><b>26</b></u>
	<u><b>29</b></u>	<u><b>30</b></u>	<u><b>31</b></u>		

**MAR**  
6 CENTER CLOSED STAFF DEVELOPMENT DAY

**APR**  
20 CENTER CLOSED -- PATRIOTS' DAY

**MAY**  
25 CENTER CLOSED -- MEMORIAL DAY

<i>Jan.</i>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
				<u><b>1</b></u>	2
	5	6	7	8	9
	12	13	14	15	16
	<u><b>19</b></u>	20	21	22	23
	26	27	28	29	30

**JUNE**  
26 CENTER CLOSED, STAFF DEVELOPMENT DAY

**JULY**  
3 CENTER CLOSED -- INDEPENDENCE DAY

<i>Feb.</i>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
	2	3	4	5	6
	9	10	11	12	13
	<u><b>16</b></u>	17	18	19	20
	23	24	25	26	27

**AUG**  
14 LAST DAY OF CARE  
17-28 CENTER CLOSED  
31 CENTER REOPENS

<i>Mar.</i>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
	2	3	4	5	<u><b>6</b></u>
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

<i>Apr.</i>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	<u><b>20</b></u>	21	22	23	24
	27	28	29	30	

<i>May</i>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	<u><b>25</b></u>	26	27	28	29

<i>June</i>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	<u><b>26</b></u>
	29	30			

<i>Jul.</i>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
			1	2	<u><b>3</b></u>
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

<i>Aug.</i>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>
	3	4	5	6	7
	10	11	12	13	14
	<u><b>17</b></u>	<u><b>18</b></u>	<u><b>19</b></u>	<u><b>20</b></u>	<u><b>21</b></u>
	<u><b>24</b></u>	<u><b>25</b></u>	<u><b>26</b></u>	<u><b>27</b></u>	<u><b>28</b></u>
	31				