



# ASSOCIATED STUDENTS CHILD DEVELOPMENT CENTER

## 2008-2009 TUITION & FEES

### ENROLLMENT POLICY

We provide care for the children of students and employees of Western Washington University. Children two through five years of age, by our August 31 enrollment deadline, qualify for enrollment in the program. Children of school age, enrolled in public or private schools, are not accepted for care. Children who qualify for care will be accepted without regard to age, race, color, sex, disability, religion, or national origin. The enrollment of children who are five by August 31, but not enrolled in a public or private school, will be accepted for care based on a staff evaluation of their needs.

### ENROLLMENT OPTIONS

#### Co-op Option

- Families contract in whole hours from 22-50 hours per week.
- Students who choose the co-op option pay a quarterly tuition, based on the co-op fee scale below, and work 2 parent hours per week in the program. Students are defined as those persons enrolled for credit throughout the quarter of participation. One additional parent hour per additional sibling is required.
- Non-students who choose the co-op option pay an hourly rate, based on the cost of operation, and work 2 parent hours per week. One additional parent hour per additional sibling per week is required.

#### Non Co-op Option

- This option allows for care from 22 to 50 hours per week (in one hour blocks of time) with fees based on the fee scale below and an additional cost of providing student coverage at the current University rate of pay to cover 2 hours a week (**\$9.00 per hour**).

**Note:** Each option entitles the user to create a schedule of their child's arrival and departure times for each day of the week. These schedules are finalized by the end of add/drop. The schedule created then becomes the family's schedule for use for the entire quarter and contracts are written reflecting the total number of hours used per week. Rescheduling but not recontracting takes place for finals week only.

### INCOME

Salaries and wages, as well as grants, loans, tuition waivers, regular withdraws from savings or other accounts used for living expenses and other forms of financial are considered income when determining fees. Only 70% of your earned and student loan income will be used in calculating your fee. In addition, your WWU tuition will be deducted from your income.

### 2008 – 2009 FEE SCALE

Household Size	Monthly Adjusted Income		
2 & earn up to	1,517	2,159	Above
3 & earn up to	1,907	2,714	Above
4 & earn up to	2,297	3,269	Above
5 & earn up to	2,687	3,824	Above
Students	\$3.27	\$4.15	\$4.83
Non-Students			\$4.83

## TUITION

Tuition is calculated quarterly and is based on 11 weeks of childcare per quarter. You may contract for a minimum of 22 hours per week and add hours of care in one hour blocks up to 50 hours of care per week. Contracts are binding for the full quarter. You are obligated to pay your full quarter's tuition and work parent hours through finals week. Summer quarter tuition is calculated on a 6 or 9 week session. Summer quarter has a non-refundable deposit fee which will be applied to your summer CDC bill.

By registering for childcare you have incurred a debt to the University. Early withdrawal (before the end of a quarter) is considered a breach of contract and contracting parents are obligated to pay a percentage of their full quarter's tuition in accordance with Western's tuition refund policies (100% refund if withdrawing before the 6th day of the quarter less charges for hours used at the extra hours rate, 50% refund for withdrawing within 30 days after the quarter's start, no refund after 30 days).

### Tuition for Siblings

Students and non-students will be charged 100% tuition for second and all additional children.

## TUITION FOR LATE ENTRY

Persons joining the Center after the first week of operation will pay for the weeks they attend. Charges will be based on their weekly rate for the actual number of weeks and partial weeks of attendance.

## ADDITIONAL EXTRA CHARGES

Charges for extra hours, missed parent hours and parent substitutes will be based on the operational cost to the program.

- **Extra Hours**  
\$4.83 per hour for students and employees. They must be arranged 24 hours in advance
- **Parent Hours & Parent Sub**  
\$9.00 per hour charged in the event a substitute is needed to work in place of a parent unable to work their hours, or when parents do not work their hours.
- **Late Pick-Up**  
\$15 is charged for picking children up after 5:30 p.m. The \$15 late pick up charge will be charged for the first 10 minutes after 5:30 p.m. and \$5.00 for every ten minutes thereafter.
- **Late Fee Payment**  
\$40 will be charged on outstanding accounts over \$100 each month past due, as well as interest charges.

## REGISTRATION FEE

All members pay a yearly mandatory registration fee of \$65 per child at the time of registration. Parents pay this fee yearly to guarantee a space for their child in the fall. This fee is non-refundable. This fee includes registration, insurance, children's museum membership and earth quake supplies for children.

## BILLING

You will receive a bill for your quarter's tuition and tuition will be due upon receipt. All additional charges must be paid in full prior to the start of the next quarter for participation to continue.