



TEACHER'S PROGRAM

Whereas most child care centers require teachers to make full tuition payments throughout the summer months in order to hold a spot for their child in September (the start of the academic calendar), we offer a teacher's incentive program whereby in order to hold a spot for your child, we require only half of your normal monthly tuition in the months of July and August (if your child does not attend during these months). While we understand the full tuition policy adhered to by other Centers, we are also sympathetic to the needs of teachers and hope this helps in some small way.



DATE OF DESIRED ENROLLMENT:

ENROLLMENT APPLICATION

Name of Child: _____ Date of Birth: _____

Mother's Name: _____ Father's Name: _____

Address: _____ Address: _____
 (if separate residence)

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

E-mail: _____ E-mail: _____

PLEASE INDICATE DESIRED PROGRAM:

Infant (3 mos. - 18 mos.) _____ Toddler (18 mos. - 36 mos.) _____ Preschool (3 - 5 yrs.) _____

Part Time Preschool (3 – 5 yrs.) _____ Part Time Toddler (18 mos. – 36 mos.) _____
(9 a.m. – 1 p.m.) (9 a.m. – 1 p.m.)

Before School: _____ After School: _____ Before/After School: _____ Summer Camp _____

PLEASE SPECIFY DAYS DESIRED:

2 DAY _____ 3 DAY _____ 4 DAY _____ 5 DAY _____

I understand that a \$25 late fee will be applied if tuition payment is not received within 5 (business) days of the due date.

Signature _____ Date: _____

**Please send completed application form and applicable fees to:
 The Little Garden Child Care Center
 27 Radio Circle
 Mount Kisco, New York 10549
 (914) 241-0445**



LGCCC CALENDAR

JANUARY 2013 – DECEMBER 2013

The Little Garden Child Care Center is open Monday through Friday from 7:30am to 6:30pm. Early morning hours are available.

The center closes for the following holidays:

| | |
|--|-------------------------|
| Tuesday, January 1 | New Year's Day |
| Monday, January 21 | MLK, Jr. Birthday |
| Monday, February 18 | President's Day |
| April – TBD (1 day) | Staff Development |
| Monday, May 27 | Memorial Day |
| Thursday, July 4 & July 5 | Independence Day |
| Monday, August 26 through Friday, August 30 | Summer Break |
| Monday, September 2 | Labor Day |
| Monday, October 14 | Columbus Day |
| Thursday, November 28 & Friday, November 29 | Thanksgiving Day |
| Monday, December 23 through Tuesday, December 31 | Winter Break/Staff Dev. |

School vacations and holidays have already been prorated into the monthly tuition rate.

Parents will be notified of the date of the April Staff Development Day at least 30 days in advance.



MONTHLY TUITION RATES - Effective January 2013 - December 2013

FULL TIME PROGRAMS:

| | 5 DAY | 4 DAY | 3 DAY | 2 DAY |
|----------------------------------|-----------|-----------|-----------|-----------|
| Infant (3 mos. - 18 mos.) | \$1650.00 | \$1550.00 | \$1285.00 | \$1135.00 |
| Toddler (18 mos. - 36 mos.) | \$1500.00 | \$1410.00 | \$1170.00 | \$1030.00 |
| Preschool (36 mos. - 5 years) | \$1300.00 | \$1225.00 | \$1015.00 | \$895.00 |

PART TIME PROGRAMS:

| | | | | |
|---|----------|----------|----------|----------|
| Preschool: 9am - 1pm (3 years - 5 years) | \$760.00 | \$715.00 | \$595.00 | \$520.00 |
| Toddler: 9am - 1pm (18 mos. - 36 mos.) | \$800.00 | \$760.00 | \$730.00 | \$650.00 |

BEFORE/AFTER SCHOOL PROGRAMS:

| | 5 DAY | 4 DAY | 3 DAY | 2 DAY |
|---------------------|----------|----------|----------|----------|
| Before School | \$270.00 | \$255.00 | \$210.00 | \$185.00 |
| After School | \$630.00 | \$595.00 | \$490.00 | \$435.00 |
| Before/After School | \$850.00 | \$800.00 | \$665.00 | \$585.00 |

SUMMER CAMP - 9 WEEK PROGRAM:

| | 5 DAY | 4 DAY | 3 DAY | 2 DAY |
|----------------------|-----------|-----------|-----------|-----------|
| B/A School/Preschool | \$2000.00 | \$1600.00 | \$1200.00 | \$1000.00 |

Children enrolled between 6 hours and 10 hours are considered full time. If you require additional hours, or early morning hours prior to 7:30, an additional fee of \$8.00 per hour will apply.



TUITION POLICY

January 2013 - December 2013

Hours: 7:30 a.m. - 6:30 p.m.
(Early morning hours available)

- A non-refundable application fee of \$100 is due upon registration. This fee is not applied toward tuition; however, it will be refunded if we cannot accommodate your child.
- We offer a 10% sibling discount. This discount will be applied to the tuition of the eldest child enrolled.
- Tuition is based upon 12 equal monthly payments and is due on the first day of each month. A \$25 late fee will be applied if tuition payments are not received within 5 business days of the due date. School vacations and holidays have already been prorated into the monthly tuition rate.
- There are no refunds or adjustments made to tuition for time missed due to illness, holidays, vacations, weather emergencies, or withdrawals from the program.
- Tuition is based on a 10 hour day within normal operating hours (7:30 - 6:30). Children enrolled between 6 hours and 10 hours are considered full time. Hours are predetermined by the parent and contracted at registration. If you require additional hours, or early morning hours, an additional hourly rate of \$8.00 is added to your monthly tuition.
- The Little Garden Childcare Center closes promptly at 6:30 p.m. Please arrange to be at the school by 6:15 in order to allow ample time to exit the building by 6:30. Late fees will be applied for pick-ups after 6:30 p.m.