

Fee Increase Effective 01/02/2017

December 20, 2017

Dear Families,

The Congregation of the St. James Lutheran Church reviewed and approved the budget for 2017 on Sunday, November 20, 2016. As in years past, the budget review results in a tuition increase. Each year the tuition increase is directly impacted by the staff salaries and benefit costs. This year, our organization, like many others, are facing a significant increase in staff benefits which include health, life and disability insurance as well as retirement. In addition to this, cost of living increase was assessed for staff salaries, resulting in an increase in the tuition fees of between \$2.00 – 5.00 depending on your child's enrollment!

As center director, I think it is important for you to know exactly where your tuition dollars go.

- 90% of the tuition supports staff salaries and benefits,
- 5.5% support church reimbursement fees for utility usage and financial management fees and salary,
- 4.5% covers additional costs of field trips and special events, groceries, staff training and development and administrative fees,
- All other expenses such as support for classroom supplies and equipment are all made possible through grants, federal programs and donations.

We are committed to providing a quality program to you and your children for this reason and quality begins with the staff. The Governance Committee, church and I value the staff that we have. Although it is difficult to face annual tuition increases, with rising insurance costs, it cannot be avoided.

Finally, attached you will find an automatic debit form. If you currently are not enrolled in the EFT program, you may wish to consider it. We offer a \$2.00 discount for each child enrolled in the automatic debit – a savings of more than \$100.00 per year per child.

Thank you for the support that you continue to give to St. James Child Care Center,

Carmella DeNoma, Financial Manager

Suzan L. Seibel-Willard, Center Director

2017 Tuition Rates

St. James Lutheran Church Child Care Center
 109 York St.; Gettysburg, PA 17325
 717-334-7171

e – mail: childcare@stjamesgettysbug.org

Web Address: stjamesgettysburg.com

Program	4 – 5 Days		3 Days		2 Days	
Infant	\$189.00		\$142.00		\$95.00	
Toddler	\$179.00		\$135.00		\$90.00	
Preschool – Pre K	\$169.00		\$127.00		\$85.00	
School Age						
Summer	\$158.00		\$118.00		\$79.00	
School Year	Before School	\$51.00	After School	\$61.00	Before and After	\$102.00

Discounts:

St. James Lutheran Church Child Care Center offers two discounts. For a family who has more than one child enrolled, the family will receive a 10% family discount. Additionally, if a family enrolls in the EFT program, an additional \$2.00 discount will be applied for each child enrolled.

Payment Policy Reminder:

Payments are due weekly on the first day of care. A \$5.00 fee is added to the weekly tuition if it is unpaid for two consecutive weeks without making budgeting arrangements with the director and financial manager. If no budgeting arrangements are made and tuition is unpaid, **child care service will not be provided the third week and thereafter until full payment is made.** If the \$5.00 fee is added to tuition a second time in a calendar year, it will become a permanent addition. Once a budget is agreed upon, payments must be kept current as overseen by the director or child care services will be terminated. If termination of services is necessary, all legal and collection fees incurred are the responsibility of the parent.

2017 Scheduled School Closings

Monday, January 2, 2017	Happy New Year
Monday, February 20, 2017	President's Day (Staff Training Day)
Friday, April 14, 2017	Good Friday
Monday, May 29, 2017	Memorial Day
Monday, July 3, 2017	Floating Holiday
Tuesday, July 4, 2017	Independence Day
Monday, September 4, 2017	Labor Day
Thursday, November 23, 2017	Thanksgiving Day
Friday, November 24, 2017	Black Friday
Monday, December 25, 2017	Christmas Day
Monday, January 1, 2018	New Year's Day