

# Fee Increase Effective 12/31/2018

November 20, 2018

Dear Families,

The Congregation of the St. James Lutheran Church reviewed and approved the budget presented by the Child Care Governance Committee for 2019 on Sunday, November 18, 2018. This year's budget was especially challenging as a result of a budget year with 27 payrolls but only 52 weeks of income. As in past years, the budget review results in a 3% tuition increase and the additional elimination of the vacation credit and EFT discount.

As center director, I think you have the right to know exactly where your tuition dollars go. Here is the breakdown:

- 91% of the tuition supports staff salaries and benefits,
- 5% support church reimbursement fees for utility usage and financial management fees and salary,
- 4% covers additional costs of field trips and special events, groceries, staff training and development, classroom supplies and equipment.

Although it is difficult to face annual tuition increases, with rising insurance costs and additional payroll, it cannot be avoided. We are committed to providing a quality program to you and your children and quality begins with the staff.

Thank you for the support that you continue to give to St. James Lutheran Church Early Learning Center,

Suzan L. Seibel-Willard, Center Director

# 2019 Tuition Rates

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

e – mail: [childcare@stjamesgettysburg.org](mailto:childcare@stjamesgettysburg.org)

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Program	4 – 5 Days		3 Days		2 Days	
Infant	\$201.00		\$151.00		\$100.50	
Toddler	\$191.00		\$143.25		\$95.50	
Preschool – Pre-K	\$180.00		\$131.00		\$90.00	
<b>School Age</b>						
Summer	\$170.00		\$124.00		\$83.00	
School Year	Before School	\$55.00	After School	\$67.00	Before and After	\$110.00

## Discounts:

St. James Lutheran Church Early Learning Center offers two discounts. For a family who has more than one child enrolled, the family will receive a 10% family discount.

## 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, **services 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 early learning services will be terminated. If termination of services is necessary, all legal and collection fees incurred are the responsibility of the parent.

## 2019 Scheduled School Closings

Tuesday, January 1, 2019	New Year's Day
Monday, February 18, 2019	President's Day (Staff Training Day)
Friday, April 19, 2019	Good Friday
Monday, May 27, 2019	Memorial Day
Thursday, July 4, 2019	Independence Day
Friday, July 5, 2019	Floating Holiday
Monday, September 2, 2019	Labor Day
Thursday, November 28, 2019	Thanksgiving Day
Friday, November 29, 2019	Black Friday
Wednesday, December 25, 2019	Christmas Day
Wednesday January 1, 2019	New Year's Day