



The stronger the start, the better the finish.

# St. James Early Learning Center 2019-2020 Tuition Schedule

## Our Program

The 2019-2020 childcare year is scheduled to begin Monday, August 5, 2019. Day School (DS) runs from 7:00am-3:15pm. Extended Day School (ED) runs from 7:00am-6:00pm. SJELC offers a 2, 3, or 5-day program. Opening time is 7:00am. Start Time is 8:30 am. All children must be in school by 9:30am in order to participate in care for the day. All parents are required to sign their child in and out of care each day. Children must be picked up from their program on time. Late pick-ups are subject to a \$15.00 per quarter hour late fee. The Director must approve all changes to enrollment, in advance. The center does not offer “drop-in” service.

## Annual Fees

Registration Fee: \$150. per child (due at time of registration)  
 Supply Fee: \$200. per child (due with first tuition payment)

## Tuition/Program

	<b>5 Days</b>	<b>3 Days</b>	<b>2 Days</b>
<b>Day School</b>			
7:00am-3:00pm	720.	460.	310.
<b>Extended Day School</b>			
7:00am-6:00pm	825.	525.	350.
<b>Parish/Sibling Discounts</b>	60./30.	36./18.	24./12.

## Annual Tuition Prepay Discount

If you begin school in August and attend through June, you may pre-pay your annual tuition by making one payment in August. You may deduct the above discount from your annual tuition, for the program you are registered, when paying the full year in advance.

## ELC Discounts

Parish Discounts applies to St. James parish families only. The Pastor requires parish families to attend Sunday Mass at least 50% of the Sundays, and all Holy Days of Obligation, each year in order to qualify for the Parish discount. The Pastor will monitor attendance and re-evaluate eligibility for parish discounts approximately every six months. Your church envelope must be handed in so that your attendance can be counted. If you do not meet the eligibility requirements for parish discounts, you will be expected to pay full tuition. Sibling discounts apply to siblings of children enrolled in SJELC, at the same time, and/or at St. James School (SJS).

## Priority for Enrollment

Applicants are considered for admission based on available space and our ability to serve your child. Classes fill up very quickly and wait lists are started at the end of the registration week, at the start of each February. Priority is granted in the following order:

1. Current SJELC students and siblings;
2. St. James Parish participating members;
3. St. James school siblings;
4. SJELC or SJS Alumni;
5. Full time over Part-time

**Age Requirements**

We adhere to the September 1<sup>st</sup> cutoff date for enrollment. One-year olds must be walking in order to participate at SJELC. All one year olds who are non-walkers will be on a delayed start and will pay 50% tuition to hold their space. Parents may arrange visitation with the classroom teachers but must remain with their child during the visits. Entering three-year olds must be fully potty-trained and free of pull-ups/diapers (No exceptions). Three-year olds who are not fully potty trained may **not** stay back in the two-year old class, due to space restrictions. They will be put on the Wait List until fully potty trained and a space opens in the three year old class. Parents will be required to pay 50% tuition to hold their space. Parents may arrange visitations with the classroom teachers in both Room 1 and Room 3 for children on a delayed start, but parent must remain with their child for the duration of the visit. Visits may last for up to one hour no more than three times per week.

**Class Size, Ratio & Staffing**

Ones:	10 children	1:5 ratio	1 Lead Teacher, 1 Asst. Teacher, 1-2 Afterschool Caregivers*
Twos:	14 children	1:7 ratio	1 Lead Teacher, 1 Asst. Teacher, 1-2 Afterschool Caregivers*
Threes:	18 children	1:9 ratio	1 Lead Teacher, 1 Asst. Teacher, 1-2 Afterschool Caregivers*

*\*Afterschool Care ratios depend upon number of children enrolled, where 1's & 2's may be combined. Numbers remain within state regulated ratios for childcare.*

**Tuition, Fees and Payment Information**

Parents are not charged for holidays, or days the school is closed, unless it is a weather emergency or other emergency-related closing, for which there are no reimbursements or credits. Please see the annual school calendar for days when school is in session. Monthly tuition is due on the 1<sup>st</sup> of the month. Tuition is considered late by first Friday of each month, and you will be required to pay a \$25 late payment fee in order to continue to participate in care. Tuition is based on 220 childcare days each year. The annual tuition may be paid in one payment, with an approximate 3% discount, or monthly. The preferred method of payment is automatic draft from your bank. The bank will generate a check from your account each month to arrive to the church office by the first of the month. The parent is responsible for setting up auto-draft with their bank. If automatic draft cannot be set up, you may pay by check or cash. A \$35 fee will be assessed for returned checks. After two returned checks, remaining payments must be made in cash. No credit card payments available at this time. If a tuition payment is missed, the child may not be eligible for childcare until the account becomes current.

Registration fees are paid each year at the time you register your child for care at the ELC. Registration takes place in February each year. Supply fees for every child are due with the first tuition payment in August. Supply fees cover all paper supplies, arts & craft supplies, printing supplies, and all other consumables used by the children in the classroom.

Please call the SJELC Director if you have other needs. 912-355-1523 ext. 25. Thank you!

Wendy L. Harrison, Director  
[wharrison@stjamessav.com](mailto:wharrison@stjamessav.com)

Erin Steele, Asst. Director  
[ELSteele@stjamessav.com](mailto:ELSteele@stjamessav.com)

St. James Early Learning Center  
8412 Whitefield Avenue  
Savannah, GA 31406  
912-629-2430

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