

**THE AEMILIAN PRESCHOOL, INC.**  
**REGISTRATION INFORMATION**

**Registration Procedure**

1. The Aemilian Preschool, Inc. is open to all families regardless of race, religion, ethnic, cultural or economic background.
2. Children must be at least 2 years old to attend.
3. After touring the program, if you are interested in enrolling your child at Aemilian Preschool, we will ask you to provide us with your child's information and your contact information that will be entered into the Brightwheel app that we use for children's records and billing. If a spot is available, you will be notified, and you will see an invoice generated in Brightwheel for the **registration/deposit fee of \$200**. Once this is paid it will secure a place for your child in our program. The registration/deposit fee per child is a \$50 non-refundable registration fee and a \$150 deposit which will be applied to your last tuition payment. Once your child is enrolled, only the registration fee is required for each new school year and summer program.
4. New families are enrolled on a first come-first serve basis beginning March 1<sup>st</sup>, after returning students are given the opportunity to register. After all openings are filled, children's names are placed on a waiting list in order of registration dates.
5. All Forms & Requests must be submitted in Brightwheel no later than two weeks before your child starts school including: Child Information, Parent Information, Health History & Emergency Care Plan, Immunization Form, Authorized Pick up & Emergency Contacts, Physician Information, Family Handbook Agreement, Photo Authorization, Email Directory and Notifications. The Child Health Report which needs to be signed by your child's physician, can be completed up to 60 days after your child's start date.
6. Children need to be fully immunized or have a waiver on file. Children must have had a physical exam 1 year prior to or within 60 days following the date of enrollment. The Child Health Report must be signed by your child's physician and be returned to the pre school no later than 60 days after your child's start date.

**Program Options**

**School Year Program**

Our school year begins Tuesday, September 3, 2024, and ends on Thursday, June 12, 2025. Children can attend full days or half days from 2-5 days per week. There is a \$200 non-refundable registration/deposit fee due upon initial enrollment. Once your child is enrolled, there is a \$50 Registration Fee for each new school year (\$30 If paid before April 1<sup>st</sup>). Tuition for the school year is divided into 10 equal payments due on the 1<sup>st</sup> of each month from August 1<sup>st</sup> - May 1<sup>st</sup>.

**Summer Program**

The 2024 Summer Program begins on Monday, June 10, 2024 and ends on Friday, August 23, 2024. The Summer Program is open to children ages 2-8 years old. There is a \$40 registration fee for the summer program (\$30 if paid before April 1<sup>st</sup>). Tuition for the summer program is divided into 2 equal payments due on June 1<sup>st</sup> and July 1<sup>st</sup>.

**Schedules for Summer & School Year**

Our full day programs are offered Monday through Friday between the hours of 7:00 a.m.- 5:30 p.m. The half day program is 8:00a.m.- 12:30p.m. Children may attend 2-5 days a week with a consistent schedule. We recommend that 4K children attend at least 3 days per week during the school year. A combination of full and half days or other arrangements may be made based on availability.

**\*New Scheduling Summer of 2024\***

New this year, we will only be offering consistent scheduling during the summer program just like the regular school year. The full day programs are offered Monday through Friday between the hours of 7:00 a.m.- 5:30 p.m. The half day program is 8:00a.m.-12:30p.m. Children may attend 2-5 days a week with a consistent weekly schedule. You will be required to sign up for a minimum of 9 of the 11 weeks of the summer program. Families will have the ability to take up to 2 full weeks off during the summer and not be charged for tuition.

## TUITION POLICY

**A \$200 registration/deposit fee (includes a \$50 registration fee and a \$150 deposit which will be applied to your last tuition payment) is required for each new child enrolling for the school year. Current children will pay \$50 to register for the new school year. The registration fee for the Summer Program is \$40 per child.**

**Tuition Payment Schedule** - School year tuition payments will be spread evenly over 10 months, beginning August 1st and ending May 1st. Tuition payments for the summer program are due on June 1st and July 1st. Payments are due by the first of the month. If the 1st falls on a weekend, payment is due the following Monday. When a tuition payment is late, you will be assessed a \$10.00 late fee.

Parents who enroll their child/ren after the start of the school year will have tuition payments calculated and spread evenly over the number of payments remaining in the school year. The first payment is due on the first day of attendance.

Tuition rates apply to your child's age as of August 31<sup>st</sup>. The tuition rate stays in effect for the entire school year.

**Tuition Payments** – We use the Brightwheel app for children's records and payments. As you register your child, your Brightwheel account will be activated, and then registration fees and tuition are made through the Brightwheel app. There is no additional fee if you set up payments to be withdrawn from your bank account. Brightwheel charges fees on payments made by debit or credit card. We will still accept payments by check or cash in the office of Aemilian. There is a \$30.00 fee for returned checks.

**Tuition is non-refundable** - All tuition payments are non-refundable. No refunds will be given to parents who withdraw their child or if a child is discharged from the program. Two weeks written notice is required of all families withdrawing a child. If written notice is not given, you will be responsible for a total of two weeks of tuition.

**Payment Difficulties** - If you encounter difficulties in paying tuition, contact the Executive Director immediately. Families with overdue accounts will be discharged from the program if payment is not received within 14 days of the due date unless special arrangements have been made in advance with the Executive Director.

**Multiple Child Discount** - Families who enroll more than one child at the same time will receive a 20% discount off the eldest child's tuition.

**WI Shares** - The Aemilian Preschool accepts tuition reimbursements from the State of Wisconsin (Wisconsin Shares) for families who qualify for childcare benefits. Families who qualify for WI Shares will have a discounted deposit fee of \$50. An authorization must be in place before the child's start date. A child could start before the authorization is in place if the family pays for the first 2 weeks of tuition on the child's start date. Families who participate in WI Shares will be required to sign a Family Tuition Payment Agreement with the calculation of the family portion of tuition and a payment schedule. Contact the Executive Director if an authorization is in place or for more information about this program.

**Late Pick Ups** - Parents are responsible for picking their child/ren up by 12:30 p.m. for half days and 5:30 p.m. for full days. The fine for late pick-ups is \$20 for any part of the first 5 minutes late and then \$1 per minute from 6 minutes on. This policy still applies even when parents call to say they expect to be late.

**Schedule Changes** - Children who attend part time during the school year must stick to their regular schedule. There are no switching days. Permanent schedule changes may be available if there are openings. If you find you need to add a day for a special circumstance, please contact the Executive Director to see if there is an opening; a daily rate will apply.

### **Tuition Adjustments**

**School Year** - No tuition adjustments are given for vacation, illness, or school closings.

**Summer Program** – No tuition adjustments are given for illness or school closings. 2 weeks of vacation may be taken without paying tuition during the summer program.

### **Scheduled School Closings**

The Aemilian Preschool will be closed for the holidays listed below. There is no tuition adjustment for these days.

-Labor Day, 9/2/2024

-Early Childhood Conference, Friday, 10/20/2023

-Thanksgiving Holiday, 11/28/2024 & 11/29/2024

-Memorial Day, 5/26/2025

-Independence Day 7/4/2024 & 7/4/2025

-Winter Break 12/23/2024 through 1/1/2025



Weekly Tuition Rates 2024 Summer Program				
	5 Days	4 Days	3 Days	2 Days
<b>2 year olds</b>				
Full Days	\$ 385.00	\$ 326.00	\$ 269.00	\$ 192.00
Half Days	\$ 289.00	\$ 245.00	\$ 202.00	\$ 144.00
<b>3 &amp; 4 year olds</b>				
Full days	\$ 336.00	\$ 284.00	\$ 235.00	\$ 167.00
Half Days	\$ 252.00	\$ 213.00	\$ 176.00	\$ 125.00
<b>5-8 year olds (Summer Only)</b>				
Full Days	\$ 297.00	\$ 252.00	\$ 208.00	\$ 148.00
Half Days	\$ 223.00	\$ 189.00	\$ 156.00	\$ 111.00

Weekly Tuition Rates 2024-25 School Year				
Class - Age as of 8/31/2024	5 Days	4 Days	3 Days	2 Days
<b>2 year olds</b>				
Full Days	\$ 385.00	\$ 326.00	\$ 269.00	\$ 192.00
Half Days	\$ 289.00	\$ 245.00	\$ 202.00	\$ 144.00
<b>3 year olds</b>				
Full days	\$ 336.00	\$ 284.00	\$ 235.00	\$ 167.00
Half Days	\$ 252.00	\$ 213.00	\$ 176.00	\$ 125.00
<b>4 year olds</b>				
Full Days	\$ 297.00	\$ 252.00	\$ 208.00	\$ 148.00
Half Days	\$ 223.00	\$ 189.00	\$ 156.00	\$ 111.00

**Monthly Tuition Payment Calculation:**

$$\frac{\text{_____}}{\text{(weekly amt)}} \times \frac{\text{_____}}{\text{(# of weeks)}} = \frac{\text{_____}}{\text{(total amt.)}} \div \frac{\text{_____}}{\text{(# of payments)}} = \frac{\text{_____}}{\text{(monthly payment)}}$$

**There are 11 weeks in the 2024 summer program and 2 payments**  
**There are 41 weeks in the 2024-25 school year and 10 payments**