

Financial Operations

The fiscal management of the Early Care and Education Center is the responsibility of the Department of Family and Consumer Sciences in the College of Agriculture. The department administration and staff work closely with the UW Administration office to develop an annual operating budget.

Our monthly tuition rate is based on a daily fee approved by the University Board of Trustees. That fee has been multiplied by the number of days in the annual calendar parents choose for their child. The annual tuition is then divided into equal monthly installments for easier and more convenient family budgeting. When you sign your contract, you are agreeing to pay your child's tuition for the chosen number of days annually.

There will be no tuition deduction for sick days or vacation. When your child is absent, the center cannot place another child in that slot.

Our center follows the University of Wyoming academic calendar. Parents will choose an annual calendar that best suits their needs. Full-day or half-day programs are available. Full-day programs are from 7:30 a.m. to 5:30 p.m. Half-day programs are from 8:00 a.m. to 12:00 p.m. The center will follow UW summer hours (7:30 a.m. to 4:30 p.m.) May 12 through August 8, 2008.

Please read and remember:

- ✓ No payments will be accepted at the center.
- ✓ All payments are due on the first of the month.
- ✓ **A late fee of \$25 per enrolled child will be assessed if tuition is not received by the 15th.**
- ✓ Late fees not paid by the end of the month in which they incur will double after the first of the following month.
- ✓ If an unpaid balance is 30 days past due and satisfactory payment arrangements have not been made, we are required to forward the account to the university's Accounts Receivable Office. Collection efforts may include placing holds on university accounts and could involve the use of an outside collection service.
- ✓ An unpaid balance at the end of a program year could prevent contract renewal for the following year.

The school-age program is available from 3:00-5:30 p.m. only. As with the other programs, parents will choose an annual calendar that best suits their needs. At the present time our center cannot accommodate school-age care in the summer, however we are looking into the possibility of doing so. Please let us know if this is of interest to you.

A non-refundable \$25.00 annual registration fee is required to secure your child's enrollment. You will be asked to sign an annual contract. Each child is given a contract number upon enrollment. That number will be used for daily check-in and tuition payments. All of your child's records will be tracked using that number. There is no fee reduction for families with more than one child enrolled at the center.

The center does accept AFDC or TANF families through the Department of Family Services. Parents will be responsible for paying the amount listed on the DFS contract as well as any difference between what DFS pays and the total contract with UW ECEC.

2007-2008 FEE STRUCTURE

Infant Care (Ages 3 months through 13 months)

Full Day, Calendar A	\$598/month (11 equal payments; Sept. through July)
Full Day, Calendar B	\$598/month (8 equal payments; Sept. through April)
Full Day, Calendar C	\$598/month (9 equal payments; Sept. through May)
Half Day, Calendar A	\$398/month (11 equal payments; Sept. through July)
Half Day, Calendar B	\$398/month (8 equal payments; Sept. through April)
Half Day, Calendar C	\$398/month (9 equal payments; Sept. through May)

Toddler/Preschool Care (Ages 13-35 months/3-5 years)

Full Day, Calendar A	\$515/month (11 equal payments; Sept. through July)
Full Day, Calendar B	\$515/month (8 equal payments; Sept. through April)
Full Day, Calendar C	\$515/month (9 equal payments; Sept. through May)
Half Day, Calendar A	\$379/month (11 equal payments; Sept. through July)
Half Day, Calendar B	\$379/month (8 equal payments; Sept. through April)
Half Day, Calendar C	\$379/month (9 equal payments; Sept. through May)

School-Age Care (Kindergarten-6th grade)

Calendar A	\$270/month (9 equal payments; Sept. through May)
Calendar B	\$270/month (8 equal payments; Sept. through April)

Ask about the expanded calendar available for parents who need care for their school-age child(ren) on full- and half-day public school closures.

PAYMENT OPTIONS

Parents can choose from three payments options:

- 1) Payroll deduction (for UW faculty and staff)
- 2) On-line payments with credit or debit card
- 3) Payments at the UW Cashiers Office (in person or mailed) **If mailed, allow additional time so your payment is not late.**

If you choose the option of paying at the Cashiers Office, a payment booklet will be provided to you. Questions about payments should be directed to Family and Consumer Sciences Department Head Karen Williams (766-4145) or the administrative staff Tracy Bennett (766-4146) or Mona Gupton (766-4145). Parents who have their childcare subsidized by federal programs must choose the Cashier's Office payment option.

All financial information, parent calendars and the parent handbook are available on our webpage http://uwadmnweb.uwyo.edu/FAMILY/Early_Child_Care_Center.asp