Discovery Developmental Center
Tuition Policies

75 Glenwood Dr
Kalispell, MT 59901
Phone: 406-756-7295

Discovery operates on a Monthly Tuition basis. Monthly tuition is prepaid and is due on the 5th of each month. All children are placed in age-appropriate morning programming regardless of the schedule chosen. Tuition fees are based on the schedule chosen as outlined below.

Monthly tuition remains the same whether or not a child is in attendance. We bill for 48 weeks a year, leaving 4 weeks (20 days) for center closures, holidays, sick days, and vacations. We do not credit sick days or vacations unless special circumstances are present. If you should require childcare on a day that you are not scheduled, we try to accommodate your needs. However, class size limits prohibit swapping/make-up days. Additional time needed beyond the base rate of the schedule chosen will be charged for on an hourly or daily rate as appropriate.

Full Day	**Children over 36 months**	**Children 15 – 35 months**
5 days per week	$1380.00 / Month	$1500.00 / Month
4 days per week	$1104.00 / Month	$1200.00 / Month
3 days per week	$900.00 / Month	$972.00 / Month
2 days per week	$640.00 / Month	$688.00 / Month

School Day 8:30-4:00	**Children over 36 months**	**Children 15 – 35 months**
5 days per week	$1260.00 / Month	$1355.00 / Month
4 days per week	$1008.00 / Month	$1088.00 / Month
3 days per week	$816.00 / Month	$876.00 / Month
2 days per week	$584.00 / Month	$632.00 / Month

Morning only 9:00-12:30	**Children over 36 months**	**Children 15 – 35 months**
5 days per week	$900.00 / Month	$1000.00 / Month
4 days per week	$720.00 / Month	$792.00 / Month
3 days per week	$588.00 / Month	$636.00 / Month
2 days per week	$424.00 / Month	$456.00 / Month

Other Charges	**Children over 36 months**	**Children 15 – 35 months**
Overtime hourly rate	$8.00 / Hour	$9.00 / Hour
Extra full day	$70.00 / Day	$75.00 / Day
Extra school day (8:30-4:00)	$63.50 / Day	$68.50 / Day
Extra morning (9-12:30)	$46.00 / Day	$49.50 / Day

Registration: A $75.00 per child registration fee, registration form, and current immunizations are required prior to initiation of services. This fee is non-refundable.

Tuition Deposit: Two weeks of tuition per child is required from all families as a deposit. This deposit will be credited to the family's last month's bill when a **minimum of two weeks' notice is given**. The tuition deposit will be waived for families accepted into Best Beginnings scholarship.

Activity Fees: An annual $75 per-child activity fee will be billed each September to help cover transportation costs for field trips, special events, and other classroom projects. This fee will be prorated for families enrolling after December. An additional summer activity fee, dependent on child schedule and age, will be billed each June for children participating in summer programming.

Diapering Fee: If your child is in diapers, pull-ups, and/or potty training, there will be a monthly charge of $5.00 to help cover the cost of wipes. Diapers and pull-ups must be provided by families.

Late Pick-up Fee: DDC closes at 5:30pm Monday through Friday. Unless a phone call or prior arrangements have been made, a late fee of $5.00 for each five minutes after 5:30pm will be on the following month's invoice. A per-minute fee will be added for times after 5:40pm. After a third late pick-up, fees will double.

Late Documentation Fee: All enrollment paperwork for new students must be submitted prior to your child(ren)'s attendance. Annual documentation for currently enrolled students must be submitted prior to September 30th to avoid a late documentation fee. Incomplete records and missing documentation will incur a fee of $25.00 per document.

Family Share Program: Discovery is a non-profit 501(c)3 organization. Family participation is an important component of our program. This participation is formalized through our Family Share Program. Each family is asked to volunteer 15 hours per year (September through August calendar year). A program description and list of current projects is included in your registration packet. In lieu of volunteer time, you may make a $300 contribution to Discovery, or you may choose a mix of volunteer hours and a $20 per hour charge for unfilled hours annually.

Schedule/Contract Changes: Changes in contracted days and hours can usually be accommodated unless prohibited by class size. Tuition fees to reflect these changes will be included on the following month's bill as either an overtime charge for extra days or as a credit **if two weeks' notice is given**. A new tuition contract may need to be completed.

Annual Tuition Increase: Annual tuition increases occur at the beginning of each new school year in – reflected in June or September bills, depending on enrollment period. This annual increase allows Discovery to retain quality staff and keep up with the increasing costs of doing business.

Finance Charges: Account balances left unpaid without communication or a payment plan after the 15th of the month will incur a $100.00 rebilling charge per child. Childcare will be discontinued at this point. A finance charge (18% annual, $5.00 minimum) will be incurred after 30 days. In the event that an unpaid balance is placed for collections with any third-party collection agency, a fee of 50% of your outstanding balance will be applied to your account. This amount shall be in addition to any other costs incurred directly or indirectly to collect amounts owed under this agreement including attorney fees, late fees, and all other fees stated elsewhere.