PAYMENT POLICIES

Payment Procedures and Tuition and Delinquent Fee: Payments are due on the 1st of each month directly to the Student Business Office located in Fountain Hall on the Moorpark College Campus. Payments may be made in person, by phone, or mailed to the SBO. Please have your 900# available, and write your 900# in the memo section of your check. Payments must be received by the 15th of each month. All payments received after the 15th of the month are subject to a $25 late fee charge. Tuition is payable over eight months as specified in the registration contract. Please note that families are obligated to pay for their contracted time regardless of their child’s attendance (i.e. absences due to illness, vacation, school closings, or any other reason will not result in a tuition refund).

Registration Fee: Each child enrolled in the Moorpark CDC must pay a $100 registration fee to secure his/her space for the entire school year (August 2014-May 2015) This fee must be paid to the Student Business Office prior to the first day of attendance.

Contract Adjustment: Contract adjustments can only be effective with advanced written notification provided by the parent and/or guardian to the child’s teacher, and center director. All adjustments must have prior approval to ensure proper staffing in the classroom. Tuition may be prorated if approved.

Account in Arrears: If an account is in arrears at the end of a month, a warning will be issued advising that the delinquent account must be brought current within ten (10) days of the date of the warning. If the account is not current by the eleventh (11th) day, the contract may be terminated and the child may be removed from the program.

Past-Due Fees and Tuition: Past-due fees and tuition for children no longer enrolled will be charged with a hold to the parent’s account at the college business office. Individuals with accounts on hold are not able to register for classes or receive official college transcripts, and may result in garnishment of a tax refund from the State of California.

Re-enrollment: Priority enrollment is given to existing preschool families. If tuition is delinquent, a child will not be able to re-enroll the following year and will be placed at the end of the wait list.

Withdrawal: If a child is withdrawn from Moorpark College Child Development Center, the tuition due shall be prorated according to the time in attendance. Additionally, an early withdrawal fee of 50% of one month’s tuition is due upon withdrawal. The early withdrawal fee will be waived in the event the family moves out of the county or documents substantial loss of income requiring withdrawal. Dissatisfaction with program or staff will not be considered grounds for waiver of the early withdrawal fee.

Ages Served: Children MUST be 2.5 years old by the first day of the fall semester for enrollment in the program. All of our classrooms are mixed-age grouping.

Schedule: Since we are part of the college instructional program, the CDC follows the same school calendar as Moorpark College. The school year runs from mid-August thru mid-May. The center will close for winter break in mid-December and Spring break, typically in March or April. We observe the same holiday schedule as the college with the addition of an in-service day for staff development each semester.

Discounts: A 10% discount will be applied to siblings enrolled in the Moorpark CDC. The 10% will be subtracted from the younger child’s tuition.

Subsidized Tuition Acceptance: We do accept payments from NFL/1st 5 scholarship, CDR, Children’s Home Society, and other subsidized programs that parents enroll and participate in. We must have current copies of all documentation to accept payment of these programs. Parents are responsible for completing and turning in sign-in sheets for these programs. Parents also understand that by signing the tuition agreement, they are responsible for any portion of the tuition not covered by the scholarships. In addition, when the scholarship is expired, the parent is responsible for the entire tuition payment.
**Program** | **Yearly Tuition** | **8 Payments**
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2 days (T / Th or M/W) | | |
Core Program (Preschool) 8:30 - 11:30 | $2,656.00 | $332.00 |
Lunch Bunch Group (Preschool) 8:30 - 1:00 | $3,296.00 | $412.00 |
3 Days (M/ W /F) | | |
Core Program (Preschool) 8:30 - 11:30 | $3,840.00 | $460.00 |
Lunch Bunch Group (Preschool) 8:30 - 1:00 | $4,640.00 | $570.00 |
4 days (M - Th) | | |
Core Program (Preschool) 8:30 - 11:30 | $5,160.00 | $600.00 |
Lunch Bunch Group (Preschool) 8:30 - 1:00 | $6,120.00 | $720.00 |
5 days (M - F) | | |
Core Program (Preschool) 8:30 - 11:30 | $6,080.00 | $720.00 |
Lunch Bunch Group (Preschool) 8:30 - 1:00 | $7,360.00 | $860.00 |
**AFTERNOON PROGRAM** | | |
2 days 1:00 - 4:00 (M/W or T/Th) | $2,400.00 | $300.00 |
4 days 1:00 - 4:00 (M – Th) | $4,520.00 | $565.00 |
**STUDENT AFTERNOON** | | |
2 days 12:50 - 4:00 (M/W or T/Th) | $2,000.00 | $250.00 |
4 days 12:50 - 4:00 (M – Th) | $3,600.00 | $450.00 |
**FULL DAY PROGRAM** | | |
2 DAYS 8:00 - 4:00 | $5,888.00 | $736.00 |
3 DAYS 8:00 - 4:00 | $6,920.00 | $865.00 |
4 days 8:00 - 4:00 | $8,400.00 | $920.00 |
4 DAYS 8:00-4:00 + FRIDAY 8:00-1:00 | $9,600.00 | $1,150.00 |
**Additional Add-Ons:** One day per month added to tuition OR Daily rate for emergency need

- Daily lunch bunch rate: $45 per day per month OR $15 per day
- Early 8am drop off: $20 per day per month OR $3.25 per day

**Schedule of Payments**
- August 1, 2014
- September 1, 2014
- October 1, 2014
- November 1, 2014
- January 1, 2015
- February 1, 2015
- March 1, 2015
- April 1, 2015

Tuition is due IN ADVANCE of attendance. Tuition must be paid to the Student Business Office on the 1st of each month. Payments can be made in person, sent in the mail, or called in to the Student Business Office:
A $25 late fee will be charged on the 15th of the month if tuition has not been paid.

7075 Campus Road
Moorpark, CA 93021-1695
(805) 378-1437

**ENRICHMENT PROGRAM**

Enrichment will be offered throughout the semester one or two days per week from 12:30 – 2:00

Each session will require a separate sign up form and fee.