



Saddleback Children's Center

Registration Dates
 *Current Families:
 Opens January 22nd
 *New Families:
 Opens February 19th

30322 Via Con Dios · Rancho Santa Margarita, CA 92688 · (949)858-0646

TUITION INFORMATION 2019-2020 (September through June)

Full Day & 8 Hour Programs begin the week of August 19, 2019
 Preschool & Extended Day Programs begin the week of August 26, 2019

*Registration Fees: By March 1st - \$50
 By April 1st - \$100
 After April 1st - \$150*

****ANNUAL TUITION IS DIVIDED INTO 10 EQUAL MONTHLY PAYMENTS****
Registration fee and deposit are due upon registration

FULL DAY PROGRAMS

7:00am – 6:00pm (Includes preschool)

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|---|--|---|
| • 2 FULL DAY (T & TH)
(\$585/Month)
(\$5,850/Year) | • 3 FULL DAY (M, W, F)
(\$785/Month)
(\$7,850/Year) | • 5 FULL DAY (M-F)
(\$1,090/Month)
(\$10,900/Year) |
|---|--|---|

EIGHT HOUR DAY PROGRAMS

Select one 8-hour segment 7:00am – 3:00pm or 8:00am – 4:00pm (Includes preschool)

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|---|--|--|
| • 2 EIGHT HOUR (T & TH)
(\$515/Month)
(\$5,150/Year) | • 3 EIGHT HOUR (M, W, F)
(\$690/Month)
(\$6,900/Year) | • 5 EIGHT HOUR (M-F)
(\$965/Month)
(\$9,650/Year) |
|---|--|--|

EXTENDED DAY PROGRAMS

8:30am – 1:00pm (Includes preschool)

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|---|--|--|
| • 2 EXTENDED DAY (T & TH)
(\$410/Month)
(\$4,100/Year) | • 3 EXTENDED DAY (M, W, F)
(\$550/Month)
(\$5,500/Year) | • 5 EXTENDED DAY (M-F)
(\$735/Month)
(\$7,350/Year) |
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MORNING PRESCHOOL PROGRAMS

8:30am – 11:30am

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|--|---|---|
| • 2 DAY PRESCHOOL (T & TH)
(\$335/Month)
(\$3,350/Year) | • 3 DAY PRESCHOOL (M, W, F)
(\$455/Month)
(\$4,550/Year) | • 5 DAY PRESCHOOL (M-F)
(\$595/Month)
(\$5,950/Year) |
|--|---|---|

ADMINISTRATIVE FEES

- | | | |
|--|--|---|
| • JUMPSTART PRESCHOOL
(\$50/Month) | • CHANGE IN SCHEDULE
(\$50/change) | • Non-Standard Schedule (TWTh)
(\$50/Month) |
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Registration Instructions – Register through MyProcure:

New Families-

1. Go to <https://www.myprocure.com/Login/EnterEmail> or visit saddlebackchildrencenter.org and go to the admissions page.
2. Once you enter your email address, you will receive a code to set up your parent portal through MyProcure.
3. Once your initial registration is approved, you will need to then follow the instructions below as if you are a returning family.
4. In addition to step 5 below, a deposit will be billed to your account (see financial information on the back of this form). The deposit must be paid within one week of submitting the registration or your child's spot may be forfeited.

Returning Families-

1. Go to MyProcure.com.
2. Enter your email address (the email you have on file with Saddleback Children's Center) and choose Go.
3. From your MyProcure homepage, click on the menu, then click on "registration" and choose the program of interest.
4. Once you select the program of interest you will also be required to pay a registration fee using TuitionExpress.
5. Once your registration is approved, you will receive a confirmation email. Please bring in the printed and signed confirmation page to the office once complete. This is required for admittance and will remain in your child's file.

SUMMARY OF FINANCIAL POLICIES 2019-2020

FULL DAY PROGRAMS

- A non-refundable registration fee of \$150 is due upon registration.
- A non-refundable advance tuition of 2 weeks is due and payable upon registration; to be kept in reserve and used towards your final payment.

EIGHT HOUR PROGRAMS

- A non-refundable registration fee of \$150 is due upon registration.
- A non-refundable advance tuition of 2 weeks is due and payable upon registration; to be kept in reserve and used towards your final payment.
- A 7:00am – 3:00pm or 8:00am – 4:00pm time block must be chosen. There is no eight-hour time block outside of what is offered. Any non-standard schedule will result in a \$50 administrative fee (e.g. 7:30am – 3:30pm).

EXTENDED DAY AND PRESCHOOL PROGRAMS

- A non-refundable registration fee of \$150 is due upon registration.
- A non-refundable advance tuition of one month is due and payable upon registration; to be kept in reserve and used towards your final payment.

ADMINISTRATIVE FEES

- **Jumpstart Preschool:** If enrolled in our Jumpstart Preschool program you will be assessed a monthly tuition fee of \$50 in addition to your regular tuition.
- **Change in schedule:** Any changes to your child's schedule after the start of the school year will result in a \$50 administrative fee.
- **Non-standard Schedule:** If you decide to enroll your child in any days other than those listed as part of the regular program schedule, TWTh is the only alternative option. However, you will be assessed a monthly tuition fee of \$50 in addition to your regular tuition. Additionally, there is a limit in the number of TWTh schedules per class, so this option is dependent on availability.

FINANCIAL POLICIES FOR ALL PROGRAMS

- Between the months of August-March, a 30-day notice of withdrawal is required or there will be a one month charge of your regular tuition.
- No withdrawal notices for tuition exemption will be accepted after the month of March. Tuition for April-June will need to be paid regardless of attendance.
- Annual tuition is divided into 10 equal monthly payments September - June.
- The first tuition payment will be billed the 1st of September.
- Tuition is due and payable by the 10th of every month. It is considered late after the 10th
- Automated payments will be charged or debited the 5th of each month:
 - To enroll in automated payments, you must complete an authorization form to allow automated debits from your **bank account** or automated charges to your **credit card**. This form can be obtained from the office.
 - If you enroll in automated debits from your bank account, you will receive a \$5 discount off your monthly tuition.
- There is a \$25 charge for **late payments**. If not paid in 48 hours another \$25 is charged for a total of \$50. There is a \$20 charge for all returned checks.
- Holidays **are not** prorated; your tuition is based on a 10-month school year.
- To discourage **late pick-up**, additional fees will be charged. Please refer to your handbook.