

ECFE Fees & Registration



Sliding Fee Scales

Class Fee Payment Schedule

Weekly class fees are based on a sliding fee scale. Fees listed are for the full year and may be paid yearly (1st day of class), semi-yearly (1st day of class & January), or quarterly (1st day of class, November, January, & March). Sliding fee scales apply only to weekly classes and mini sessions.

3 and 4 Session Classes

Class fee for classes meeting for 3 and 4 sessions must be paid in full at the first session of each class.

Fee Assistance

No district family will be excluded due to inability to pay. Fee assistance is available. Call 651-653-3100 for information.

Year-Long Class Format & Attendance

All weekly classes run for a full school year. Once your child is in a class, they are guaranteed a spot in that class for the full year as long as there is no outstanding fee balance at any time.

Since space is limited, your attendance and participation in class is vital to retaining a spot in the class. If you have more than two consecutive unreported absences, you may forfeit your spot in the class to someone on the waiting list.

In-Person Registration

Thursday, January 26, 2012 4:30-7:30 pm at Normandy Park

In-person registration procedures are listed on page 20. After the initial registrations for each program, registrations are welcome at any time by phone, mail, fax, in person at Normandy Park Education Center, or on-line at www.wblearlychildhoodregistration.org. Classes will begin the week of September 10, 2012 and run through May 2013. Fees will be adjusted based on the date your child starts class.

Fees for Year Long Daytime Classes

Class hrs/wk Your Income Level*	Normandy or Hugo		Tamarack
	1.5 Fee	2 Fee	2 Fee
\$90,000 +	\$367	\$490	\$632
\$70,000-89,999	\$306	\$408	\$528
\$50,000-69,999	\$222	\$298	\$384
\$30,000-49,999	\$167	\$224	\$290
\$0-29,999	\$126	\$169	\$216

Fees for Evening, Mini Sessions, & 14 Session Classes

Your Income Level*	Eve. Fee	2 Ses. Fee	3 ses Fee	4 ses Fee	14 ses Fee
	\$90,000 +	\$343	\$24	\$36	\$ 49
\$70,000-89,999	\$286	\$20	\$30	\$ 41	\$143
\$50,000-69,999	\$207	\$15	\$22	\$ 30	\$104
\$30,000-49,999	\$156	\$11.50	\$17.25	\$ 23	\$ 78
\$0-29,999	\$118	\$ 8.50	\$12.75	\$ 17	\$ 59

***Families will be required to show proof of income before fees are confirmed. Fee assistance may be available for qualifying families.**

Fees for Sibling Care

Sibling Care is available at the Normandy Park and Hugo sites. If you are planning on using Sibling Care please fill out the information on the registration form. We need this information so that we can provide adequate staff for numbers and ages of children. Fees listed are for the full year and may be paid at the same time as your class fees.

Daytime classes:

1.5 hr	\$92 for 1 child or \$114 for 2 or more children
2 hr	\$122 for 1 child or \$153 for 2 or more children

Evening classes:

28 sessions	\$86 for 1 child or \$106 for 2 or more children
14 sessions	\$43 for 1 child or \$53 for 2 or more children
4 sessions	\$12 for 1 child or \$15 for 2 or more children

Fees must be paid in full at 1st class of each session

ECFE Registration

Early Childhood Family Education Registration

Normandy Park Education Center

2482 County Road F East, White Bear Lake 55110

(651) 653-3100 Fax: (651) 653-3155

Registration Fee and copy of your child's birth certificate and immunization record must be submitted before registration placement is finalized. Proof of income will be required to finalize fees.

Child's Full Legal Name _____ Birthdate _____

Address _____ City _____ Zip _____

Guardian _____ Guardian _____

Address _____ Address _____

Home _____ Cell _____ Home _____ Cell _____

Demographic Information:

Primary Language Spoken in the Home: _____

Ethnicity (please select one):

Asian/Pacific Islander _____ Hispanic _____ Black _____ White _____ American Indian _____

Please list your 1st, 2nd & 3rd choice for classes

Class/Special Event & Number	Age as of 9/1/12	Day/Time	Location	Fee

Siblings needing childcare during class time MUST be registered

Sibling Name	Age	Birthdate	Location	Fee

Payment plan (please check one) 4 payments _____ 2 payments _____ 1 payment _____

\$10 application fee (1 time) \$ _____ **Make checks payable to ISD 624** Check # (s) _____

TOTAL PAYMENTS \$ _____ **Charge to my:** VISA MasterCard

Name as it appears on credit card _____

Card # _____ Exp Date _____

Signature _____ Date _____

Play & Learn Fees & Registration



Registration Procedures

In-Person Registration

Thursday, January 26, 2012
4:30-7:30 pm at NP

1. Choose 3 class choices from the class descriptions that fit your child's age range and your family's schedule.
2. Fill out the registration form.
3. Include registration fee.
4. Wait for your number to be called and proceed to the registration table where your registration will be processed.
5. Registration is not complete until we have a copy of your child's birth certificate, registration fee with proof of income, and their most recent health and immunization record. Your doctor can fax us the immunization record at 651-653-3155.

If Registering after Jan 26

You may register at our Normandy Park Office via mail, phone, fax or in person. You may also register online. If registering by phone, drop off, mail, or online; please send your registration fee and copies of your child's birth certificate, immunizations and completed form from page 21 to:

Normandy Park
2482 County Road F East
White Bear Lake, MN 55110

Play & Learn Preschool Class Fees

You are registering for the entire school year - 30 weeks of classes. Preschool does not have a sliding fee. There is a flat fee for the school year. *Tamarack fees are higher to cover the cost of the naturalist.*

Number of classes per week Payment Options

	9 Payments	2 Payments	1 Payment
1 day/eve per week at Normandy or Hugo	\$ 72	\$304	\$608
2 days per week at Normandy or Hugo	\$140	\$608	\$1215
3 days per week at Normandy or Hugo	\$197	\$864	\$1728
4 days per week at Normandy or Hugo	\$253	\$1116	\$2232
2 days per week at Tamarack Nature Center	\$185	\$ 810	\$1620
1 day per week at Tamarack Nature Center	\$ 95	\$405	\$810

Consider Your Family Budget When Choosing A Class

9 Payment Option

Fees will be divided into 9 payments. The first payment is due the first day of class. All remaining payments are due the 1st of each month, with the last payment due in May.

There will be a late fee of \$5 for any payment received after the 16th of the month. If the payment is not received by the last day of the month and you have not contacted the office for assistance, the assumption will be made that you are dropping the class.

2 Payment Option

First payment is due by the first day of class. Second payment is due in January.

1 Payment Option

The fee for the entire year is due the first day of class.

Financial Assistance

Families can request financial assistance for our classes at Hugo and Normandy Park Early Childhood Center

Financial assistance forms are available from your teacher or our office. This request is *CONFIDENTIAL*. Each request will be reviewed individually. The Play & Learn preschool program receives no district, state, or federal funding. Financial assistance is only available through limited School Readiness state funds. To maintain your financial assistance, you must attend class on a regular basis. The maximum assistance allowed is \$800. If you experience financial hardship during the school year, call the office for the financial assistance form at 651-653-3100.

Registrations will be accepted throughout the year if space is available. Call 651-653-3100 for information or visit www.wblearlychildhoodregistration.org

Play & Learn Registration

Play & Learn Preschool Registration

Normandy Park Education Center

2482 County Road F East
White Bear Lake, MN 55110

(651) 653-3100 Fax: (651) 653-3155

Payment, and a copy of your child's birth certificate, Immunization Record and Health Emergency form must be submitted with registration. Forms are on page 21.

Child's Full Legal Name _____ Birthdate _____

Address _____ City _____ Zip _____

Guardian _____ Guardian _____

Address _____ Address _____

Home _____ Cell _____ Home _____ Cell _____

Demographic Information:

Primary Language Spoken in the Home: _____

Ethnicity (*please select one*):

Asian/Pacific Islander _____ Hispanic _____ Black _____ White _____ American Indian _____

Please list your 1st, 2nd & 3rd choice for classes

Class Title or Special Event & Class Number	Child's Age as of 9/1/12	Day/Time	Location	Fee

Payment plan (*please check one*) 9 payments _____ 2 payments _____ 1 payment _____

\$30 application fee (1 time) \$ _____ **Make checks payable to ISD 624** Check # (s) _____

Charge to my: VISA MasterCard

Name as listed on credit card _____

Card # _____ Exp Date _____

Signature _____ Date _____