

# The Balancing Act Tuition Policy

(Updated 2026)

## Purpose

This policy outlines The Balancing Act's tuition rates, payment expectations, and related procedures to ensure consistent, fair, and transparent billing practices for all enrolled families.

## Enrollment

To secure your child's enrollment, all required registration forms and a signed Parent/Guardian Handbook must be completed prior to the child's first day of care. Families must also complete a billing profile through our financial system, **Jackrabbit**.

Registration may be completed via our website at [balancingactchildcare.com](http://balancingactchildcare.com) or [regalgym.com](http://regalgym.com) by navigating to the *Child Care* tab.

## Tuition Rates

All tuition rates at The Balancing Act are set in accordance with Vermont's **Child Care Financial Assistance Program (CCFAP) state-established tuition rates**.

Tuition is charged regardless of holidays, scheduled closures, absences, illness, vacations, weather-related closures, or emergency closings unless otherwise stated in writing.

Tuition rates are subject to change. Families will receive written notice in advance of any rate adjustments.

## Child Care Financial Assistance Program (CCFAP)

The Balancing Act strongly encourages all families to apply for the [Child Care Financial Assistance Program \(CCFAP\)](#). CCFAP is a Vermont state program designed to help eligible families pay for early childhood education for children ages 6 weeks through 13 years.

The program is administered by the Child Development Division (CDD) within the Vermont Department for Children and Families. Families must complete and submit an application to CDD. Once eligibility is verified, CDD determines the family's weekly share based on income guidelines and pays the remaining portion of the state-established tuition rate directly to The Balancing Act.

If, for any reason, a family's CCFAP share exceeds The Balancing Act's private tuition rate, the family will be eligible for a refund of the difference. All families who qualify are entitled to receive CCFAP funding.

## **Child Care Financial Assistance Program Policies (If Applicable)**

- Parents/guardians are responsible for submitting and maintaining all required documentation to establish and retain CCFAP eligibility.
- Parents/guardians are responsible for paying the tuition amount set by The Balancing Act, even if CCFAP determines a family share that is less than the weekly tuition.
- Family share amounts are paid electronically through Jackrabbit.
- If CCFAP eligibility expires or changes, parents/guardians are responsible for any increase in the family share or for the full tuition amount.
- If CCFAP funds are paid retroactively, The Balancing Act will apply the appropriate credit to the family's account.

The Balancing Act also accepts [Child Care Aware of America \(CCAoA\)](#) assistance for eligible military families. Families may apply for both CCFAP and CCAoA if eligible.

## **Payment Schedule**

For ease and consistency, tuition payments are processed electronically through **Jackrabbit**.

- **Weekly payments** are automatically withdrawn on Mondays. Families wishing to pay weekly must notify the Billing Department.
- **Monthly payments** are automatically withdrawn on the first day of each month.

Alternative payment methods, including check or cash, may be accepted only with prior approval from the Director and Billing Department.

## **Contracted Hours, Drop-Off, and Pick-Up**

The Balancing Act's contracted hours of care are **7:30 AM to 5:00 PM**.

Families may not enter the building prior to **7:30 AM**. To ensure smooth end-of-day transitions, families are encouraged to arrive **no later than 4:55 PM** to allow time to check in with their child's teacher and gather belongings **before closing time**.

Please note that The Balancing Act's program day ends promptly at **5:00 PM**. All children must be signed out and have departed the building by that time.

## **Early Drop-Off and Late Pick-Up Fees**

Early drop-off or late pick-up fees will be assessed if a child is in The Balancing Act's care before or after our contracted hours. These Fees will be posted for your next billing cycle.

- **\$5.00** for the first five (5) minutes
- **\$1.00 per minute** thereafter

Fees are assessed **per child**.

If a family anticipates being late due to an emergency, they must notify The Balancing Act as soon as possible.

If a child remains in care more than **15 minutes past the contracted pick-up time without notice**, staff will attempt to contact the parent/guardian. If contact cannot be made, emergency contacts listed on file will be called to ensure the child's safe pick-up.

- **Monthly payments** are automatically withdrawn on the first day of each month.

Alternative payment methods, including check or cash, may be accepted only with prior approval from the Director and Billing Department.

## **Late Payments**

If a payment is not received as scheduled, families will be notified and granted a one-week grace period. Continued late or non-payment may result in suspension or termination of care.

## **Absences and Holidays**

Families are responsible for full tuition regardless of attendance.

Tuition is charged during provider holidays, professional development days, weather-related closures, and emergency closings. A list of scheduled holidays will be distributed annually.

## **Part-Time Care**

Part-time schedules are established at enrollment and are subject to availability.

Missed part-time days may not be swapped, credited, or refunded.

Any changes to a part-time schedule must be approved in advance and may result in a tuition rate adjustment.

Although it may be convenient for families to take time off, particularly during the summer months, The Balancing Act can only guarantee a child's space if the family continues to contract and pay for a minimum of **two days per week**.

Changes in contracted days or hours must be for a minimum period of **four (4) consecutive weeks**.

If a family plans to reduce the number of contracted days for a period of time, The Balancing Act reserves the right to determine which days are available based on enrollment needs.

To ensure compliance with state-mandated teacher-to-child ratios, The Balancing Act may limit the number of children enrolled in each classroom on specific days of the week. As a result, if families choose to drop days, the center may not be able to accommodate a preferred or ideal schedule.

## **Withdrawals and Notice**

A **four-week written notice** is required for withdrawal from the program. Tuition is due and payable during the notice period, regardless of attendance.

## **Policy Acknowledgment**

By enrolling a child at The Balancing Act, families acknowledge that they have read, understand, and agree to comply with this Tuition Policy.

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