

U.S. Department of  
Homeland Security

**United States  
Coast Guard**



Commandant  
United States Coast Guard

TRACEN Child Development Center  
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January 9, 2020

Dear CDC Families:

The TRACEN Cape May Child Development Center counts it as a privilege to be entrusted with the daily care needs of your child. Our program strives to provide high quality child development services for you as you work to meet the missions at hand within your workplace, your educational endeavors, and other realms of responsibility. Through consistent practices and programming that maintain our nationally recognized NAEYC accreditation, we purpose to demonstrate our support of your family, the Coast Guard, and the greater Cape May community.

As a benefit of the Coast Guard Morale, Well-Being, and Recreation (MWR) program, the CDC has a mandate to return an annual profit while maintaining competitive tuition rates. As stated in the previous 2019 tuition fee structure memorandum, an increase in the CDC's tuition rates over a two-year span will be adopted after the review of the continual costs and adjustments made to effectively manage the Center's expenses (i.e. reduction in staffing hours, food vendor selection to reduce costs). Attached are the new tuition rates for the 2<sup>nd</sup> phase of the increase. This new structure will become effective on March 1<sup>st</sup>, 2020, as opposed to the unofficial date noted in the previous memorandum.

With the implementation of the new fee structure, the TRACEN Cape May Child Development Center will continue to make positive strides in maintaining fiscal expectations set forth as well as providing the necessary resources to operate a high quality program that fosters important learning and development while your child is in our care.

If you have any questions regarding the new tuition fee structure that will be in effect on March 1<sup>st</sup>, 2020, I am available to connect with you over a phone call, email, or in-person conversation.

Sincerely,

MONIQUE EPPES  
Center Director  
U. S. Coast Guard

Enclosure: (1) Child Development Center Tuition Rates (Effective 1 March 2020)  
(2) Revision to PAYMENT section of CDC Parent Handbook (Effective 1 March 2020)

**U.S. Coast Guard  
 Training Center Cape May  
 Child Development Center  
 Tuition Rates**

**Effective 1 March 2020**

<b>Category</b>	<b>Total Family Income</b>	<b>Monthly Rate <i>Due: 1<sup>st</sup></i></b>	<b>Bi-Monthly Rate <i>Due: 1<sup>st</sup>/ 15<sup>th</sup></i></b>	<b>4 Payments per Month <i>Due: 1<sup>st</sup>/8<sup>th</sup>/15<sup>th</sup>/22<sup>nd</sup></i></b>
I	\$0- \$32,525	\$315.00	\$157.50	\$78.75
II	\$32,526- \$39,491	\$360.00	\$180.00	\$90.00
III	\$39,492- \$51,108	\$445.00	\$222.50	\$111.25
IV	\$51,109- \$63,884	\$520.00	\$260.00	\$130.00
V	\$63,885- \$81,310	\$590.00	\$295.00	\$147.50
VI	\$81,311- \$94,032	\$670.00	\$335.00	\$167.50
VII	\$94,033- \$110,625	\$715.00	\$357.50	\$178.75
VIII	\$110,626- \$138,330	\$760.00	\$380.00	\$190.00
IX	\$138,331 +	\$805.00	\$402.50	\$201.25
Community	Children under 2 yrs	\$890.00	\$445.00	\$222.50
Community	Children 2yrs & older	\$810.00	\$405.00	\$202.50
AD/DOD Part-Time	2 set days per week	\$265.00	\$132.50	\$66.25
AD/DOD Part-Time	3 set days per week	\$410.00	\$205.00	\$102.50
Community Part-Time	2 set days per week	\$340.00	\$170.00	\$85.00
Community Part-Time	3 set days per week	\$485.00	\$242.50	\$121.25
AD/DOD Hourly Care	\$5 per hour, up to 6 hours Plus a \$4 lunch charge	\$40 a day (more than 6 hours of care, lunch included)		
Community Hourly Care	\$6 per hour, up to 6 hours Plus a \$4 lunch charge	\$50 a day (more than 6 hours of care, lunch included)		

Revision for TRACEN Cape May CDC Parent Handbook:

## **PAYMENT**

**Tuition is billed monthly on the 1<sup>st</sup> of every month. The CDC accepts major credit cards (Visa and MasterCard), cash, checks, and money orders. Checks and money orders should be made out to MWR. Services must be paid in advance. At the time of enrollment, families will elect one of three payment options:**

- **One payment per month, due the 1<sup>st</sup> of the month**
- **Two payments per month, due the 1<sup>st</sup> and 15<sup>th</sup>**
- **Four payments per month, due 1<sup>st</sup>/ 8<sup>th</sup>/ 15<sup>th</sup>/ 22<sup>nd</sup>**

**Parents are expected to pay for services at the Center whether their child is present or not. Fees will not be adjusted for absences related to weather closures, federal holidays, illness or vacation. In order to hold your child's place at the CDC full fees are due by the date listed above. In the event the Base and/or CDC is unexpectedly closed because of something within the government's span of control (e.g. mechanical/ facility issues), pro-rated adjustments to fees may take place. Hourly care fees are due the day your child uses the Center unless other arrangements are made in advance with the Center Director. The rate for hourly care is calculated per hour only.**

**A late fee of \$20.00 is charged to any account not paid by close of business on the respective due date listed above. If your account remains delinquent two days following the date, your child will be ineligible to use the Center unless other arrangements are made with the Director.**

**All checks returned by the bank for non-payment will incur a Non-Sufficient Fund fee assessed by the bank. Parents will be liable for this fee plus the original amount of the check. This fee can be paid by credit card or cash. After two returned checks, parents will only be permitted to pay for services in cash.**

**The CDC reserves the right to terminate a child's enrollment for egregious cases of non-payment or financial mismanagement. Following a termination of a child's enrollment for non-payment, the parent's command will be notified and all appropriate collection actions will be taken. An additional \$20.00 fee is charged for re-instatement to the program after termination for non-payment.**