

Early Childhood Center

Student Parent

Enrollment and Fee Policies

The Jefferson College Early Childhood Center is state licensed and Missouri Accredited to accept children 24 months through 12 years of age. All required forms must be completed and on file at the Center, and the registration fee paid prior to attendance. Please read the fee policies and procedures carefully. If you have questions please ask for clarification from Center office personnel.

Enrollment To be eligible for student scheduling, parents must be enrolled in day classes (a minimum of 6 credit hours) at Jefferson College. The JECC reserves the right to limit part-time, flexible scheduling that corresponds with the student's official class schedule. A current copy of the parent's official class schedule must be submitted upon enrollment each semester. It is expected that parents will notify Center personnel if not attending the scheduled class or if leaving campus. An emergency contact listed on the enrollment form should be available for Center personnel to call if parent is not available.

Billing begins with the start date indicated by the parent on the schedule form and will run through finals week.

Billing/Payment- Families are expected to pay for childcare services by noon on Tuesday of each week in which services are provided.

Payment Locations/Options:

- Cashier window in the Student Services Building, cash, money order, check or charge (Mastercard, Visa, Discover).
- Money Order or check can be left in drop boxes (Early Childhood Center and ATS Classroom).
- Via telephone with credit card, 636-481-3123. Note: You will be asked to provide your college identification V number. Cashiers cannot provide account information due to confidentiality restrictions.
- Mail check or money order (include V Novide accey Ud-1.6(ey)12.9(6 0 Td (4 2-1T19H7/MClun-4.6(ud)1)Tj /T