

## FEES

Pre-K for All programs provide New York City families with free, full-day, high-quality, pre-K. You are prohibited from charging families fees for Pre-K for All.

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### What You Need to Know

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#### PRE-K FOR ALL SERVICES

You can never charge families a fee for NYCDOE-funded Pre-K for All services. Specifically, your Pre-K for All program is not allowed to charge families for:

- Pre-K for All application and enrollment
- Any services provided during Pre-K for All operating hours (e.g. instruction, celebratory activities, and special events)
- Any materials and supplies (e.g. art supplies or paper)
  - Families may not be required to provide materials or supplies.
- Field Trips
  - The cost of all field trips must fit within the scope of your budget.
  - You should plan field trips in advance and identify all required funding in your proposed annual budget.
- Meals
  - You must provide Pre-K for All students with a minimum of a lunch and a snack free of charge.

#### EARLY DROP-OFF AND LATE PICK-UP

You should establish clear expectations for families regarding drop-off and pick-up times. You should make it clear that families are expected to drop-off and pick-up their child within the specified time.

- You may charge a fee to families who consistently drop-off their child before Pre-K for All hours begin and/or pick-up their child after Pre-K for All hours have ended.
  - You must establish policies to ensure the adequate supervision of children beyond the program's regular hours of operation should a family be late.
  - You must inform families of the policy and emphasize that students need to be dropped-off and picked-up on time.
  - If you plan to charge a fee in certain circumstances (e.g. when a child is picked-up more than ten minutes after program hours end), your policy should clearly communicate that to families.
- A family's inability to pay a fee is not cause for removing or excluding a child from a Pre-K for All program. Under no circumstances may you remove a child from your program for his or her family's inability to pay any such fee.

#### SERVICES PROVIDED BEFORE AND AFTER PRE-K FOR ALL OPERATING HOURS

You are allowed to offer services before and after Pre-K for All hours. However, a family's participation in these extended services is always voluntary.

- You may charge a fee for services provided before and/or after Pre-K for All hours.
    - You may not discourage enrollment or refuse registration to any child whose family does not plan to participate in any non-Pre-K for All services.
  - If you offer services for a fee before or after Pre-K for All operating hours, you must communicate the following in writing to families:
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- Hours of Pre-K for All and that they are free.
- Hours of extended services and any related fee. You must remind families that these services are opt-in and further, that enrollment and registration are not contingent upon participation in any non-Pre-K for All services.
- If you offer extended services, you may be required to share the following with your Field Office:
  - A roster of families/children participating in non-Pre-K for All services who also participate in Pre-K for All programming.
  - Rates for any non-Pre-K for All services.

\*Please direct any questions about this guidance document to your Field Office Operations Analyst.

## Frequently Asked Questions

**1. If my program operates a short break in the middle of the day, may I charge a fee for any services provided?**

No, you may not charge a fee for any services provided during the short break.

**2. What should I consider in establishing a “late pick-up” fee policy?**

Students may not be suspended or expelled due to a family’s inability to pay a late fee.

The NYCDOE strongly encourages you to do the following when establishing a “late pick-up” fee policy:

- Develop a protocol for partnering with families to understand the reasons for late pick-up and perhaps coordinate alternate pick-up arrangements.
- Provide a “grace period” of at least 10 minutes before charging a fee.
- Charge fees only to families that meet your pre-determined and clearly communicated definition of “consistently late.”
- Establish a fee amount that is reasonable and not excessive.

**3. Can I ask families to donate classroom materials and supplies?**

Yes, you can ask that families make an optional donation of classroom materials and supplies. You must inform families that a donation is not required and that their child will be able to participate in all classroom activities with access to the same materials even if no donation is made. Under no circumstances may a donation be required for children to enroll in or attend your Pre-K for All program.

**4. Can I charge a fee for school uniforms?**

No, but you may ask families to purchase uniforms. If you do request that students wear a uniform during Pre-K for All program hours, you may not sell uniforms directly to families; families must purchase uniforms directly from the vendor. You must have provisions in place to assist if a family cannot afford to pay for uniforms. You must pay for and provide their child with a reasonable number of uniforms.

**5. Can I charge a fee for a stepping-up ceremony or other special celebrations?**

No, you may not charge a fee or require families to purchase anything for a stepping-up ceremony or special celebration.

**6. If my program was private pay and converted to Pre-K for All, what do I do with the deposit I collected from families?**

You must reimburse families for any deposit paid for pre-K services. Please contact your Field Office Operations Analyst if you have any questions.

**7. If my site serves Pre-K students funded directly by the NYCDOE and Pre-K students funded through EarlyLearn NYC, via Child-Care funding (Child Care and Dual Eligible programs) may I still collect the Child Care weekly fee?**

Yes, you may collect the Child Care weekly fee. However, the fee may only be charged to those families participating in EarlyLearn NYC via Child-Care funding. Please contact your ACS Resource Area with any questions.