

# **City of Madison Accreditation Fee Structure and Guidelines**

**Revised October, 2010**

The City of Madison child care program was created in 1975. The City began assessing accreditation fees in 2006. The fees have never fully covered the City's operating costs for the accreditation system. The City of Madison continues to support the costs of the system. The fee structure applies to all programs seeking initial accreditation and programs seeking reaccreditation.

## **For Profit:**

**New Application Fee** **\$100**

### **Licensed Capacity of 1-60**

- Early Childhood Programs serving infant, toddler, preschool, and school age children **\$400**
- School Age Only Programs (before/after school & summer) **\$240**
- Early Childhood Programs serving infant, toddler, preschool and school age children with an enrollment of at least 20% low-income families **\$200**

### **Licensed Capacity of more than 60**

- Early Childhood Programs serving infant, toddler, preschool, and school age children **\$600**
- School Age Programs (before/after school & summer) **\$400**
- Early Childhood Programs serving infant, toddler, preschool and school age children with an enrollment of at least 20% low-income families **\$270**

**Stand Alone School Age Summer Camps** **\$160**

## **Non Profit:**

**New Application Fee** **\$100**

### **Licensed Capacity of 1-60**

- Early Childhood Programs serving infant, toddler, preschool, and school age children **\$300**
- School Age Programs (before/after school & summer) **\$180**
- Early Childhood Programs serving infant, toddler, preschool and school age children with an enrollment of at least 20% low-income families **\$150**

### **Licensed Capacity of more than 60**

- Early Childhood Programs serving infant, toddler, preschool, and school age children **\$450**
- School Age Programs (before/after school & summer) **\$300**
- Early Childhood Programs serving infant, toddler, preschool and school age children with an enrollment of at least 20% low-income families **\$230**

**Stand Alone School Age Summer Camps** **\$120**

## **Fee Guidelines**

- An application fee shall be submitted with new applications for City of Madison Accreditation. The fee is non-refundable and does not guarantee accreditation will be granted.
- The city assesses the first accreditation fee when accreditation observations begin. No other fee is assessed until the program is fully Madison Accredited.
- Once a program is Madison Accredited the City assesses an annual fee in January of the following year, to be paid by February 15.
- The city will assess an annual fee for Full, Self, and Accelerated Accreditation processes.
- An accreditation fee is assessed to each individually licensed child care program of an agency annually.
- Application and accreditation fees are non-refundable.
- Low income family status is defined by a family's participation in WI Shares (W2) or Madison Child Care Assistance.
- The percentage of a program's service to low income families is the percentage of the total number of children receiving child care assistance through the WI Shares or Madison child Care Assistance programs, in relation to the total enrollment of children within a calendar year.
- One invoice includes fees for all City Accredited programs of an agency and is sent to the agency director.

## **Appeals**

Programs will have the option of appealing the accreditation fee.

### **Criterion:**

The program is unable to pay the fee because of financial need.

### **Process:**

- a. The agency submits to the Community Development Division - Child Care Coordinator a written rationale for the appeal.
- b. The Child Care Coordinator will make a determination within 30 days regarding the appeal and inform the agency of the determination.
- c. The agency may appeal the determination to the Early Childhood Care and Education Committee (ECCEC).
- d. The Child Care Coordinator will schedule a date for the ECCEC to hear the appeal and encourage the agency to attend.
- e. The Child Care Coordinator informs the agency of the ECCEC's decision, the decision will be considered final.
- f. Any waiver of fees granted through appeal will be for the current year only.