**SLIDING SCALE FEE**

It is the policy of The Children’s Playhouse to offer a School Readiness Slot on a first-come, first-serve basis. Tuition fees (Family Share) are based on the current Department of Social Services sliding scale and take into consideration the family size and gross annual income. Families will be asked to present documentation to verify their gross annual income and Norwalk residency.

Documentation to verify family income can come in the form of employment documentation that includes:

* Pay stubs
* W-2 forms
* Income tax statements;
* Verification of self-employment form such as tax forms or a history of income and expenses reports
* Other source that include but are not limited to pensions, annuities, rental income, income from social security or supplemental security income
* Veteran’s benefits
* Unemployment compensation
* Workers’ compensation
* Alimony
* Foster care payments
* Cash assistance from federal, State and municipally funded assistance programs that are not otherwise expressly excluded as income by federal or state law.

Everyone’s income based on the most recent School Readiness Alert for Income Guidelines. All calculations are reviewed and signed by the parent and a copy is provided if requested.

Family income and family size must be determined at the time of initial enrollment and every 6 months thereafter. The family fee is calculated from this determination.

Every family is strongly encouraged to apply for Care4Kids to help ease the operating cost of the program. Assistance is given to every family in attaining Care4Kids by helping with the completion of forms as well as follow-up with the Care4Kids office.