

# KCEEC PROGRAM FEE POLICY

## 101. Program Registration

- Advance registration for all programs is suggested
- For programs with limited spaces, pre-registration and pre-payment are required in the form of cash, check or credit in order to reserve a space. If prepayment is required, registration is not valid until payment is made in full.
- Program participant numbers may be limited due to program parameters.
- All prescheduled group/school programs will receive a confirmation upon request depicting the date, time and location of the program as well as other pertinent information specific to that group or program.
- In the event a check is returned, the participant will be responsible for reissuing payment and reimbursing Monroe County Conservation District for any fees incurred. Participation in the program will not be reserved until payment is fulfilled.
- Monroe County Conservation District will invoice program participants by request and payments must be made within 30 days after completion of program.
- In the event a program is cancelled or rescheduled by the Monroe County Conservation District, prepayment may be refunded or transferred to a future program.
- For programs where pre-payment is required, refunds will only be given if notification is made to MCCD at least seven days prior to program. If cancellation is not received seven days prior to a program, refunds will only be given if MCCD is able to fill the participant's preregistered space on that program.
- Refunds will not be issued if someone chooses to pay for a program that doesn't require pre-payment and does not attend the scheduled program.

## 102. Applicability of Fee Schedule:

- The program fee schedule below will apply to all scheduled programs.
- A separate fee schedule is used for Monroe County schools that contract with the Conservation District for annual programs which have been designed with MCCD input and are part of the school's curriculum.
- Certain programs will not fit the fee schedule and will be handled on a case by case basis. Costs for materials, admissions, food etc. may be incorporated in the program fees charged.

The following guidelines will be used to set fees for EE programs conducted by the KCEEC as part of MCCD'S overall operation.

### School Programs - K - College Level

Standard Day Use - 3 hours or less.....	\$ 4.00/student
Standard Day Use - more than 3 hrs. (excluding lunch).....	\$ 6.50/student
Tannersville Bog Tour.....	\$ 4.00/student
Maple Sugaring.....	\$ 4.00/student
Offsite , instruction .....	\$75.00/program
.....	\$ 100.00/2 or more on the same day
(out of county location).....	\$ 100.00/program
.....	\$ 120.00/2 or more

### Private Groups Children ( Day Care, Camps, etc.)

Standard Day use - 3 hours or less.....	\$ 4.00/child
Standard Day Use - more than 3 hrs. (excluding lunch).....	\$ 6.50/child
Tannersville Bog Tour.....	\$ 4.00/child
Maple Sugaring.....	\$ 4.00/child
Scout groups.....	\$ 50.00/minimum
Scout groups over 10 children.....	\$ 5.00/child

Off site, instruction .....	\$ 75.00/program
.....	\$ 100.00/2 or more on the same day
(out of county location).....	\$ 100.00/program
.....	\$ 120.00/2 or more

### **Adult Group Instruction**

Nature Walk - Kettle Creek or Meesing Outdoor Site.....	\$ 6.00/person
Tannersville Bog Tour.....	\$ 6.00/person
Maple Sugaring.....	\$ 6.00/person
Off site, instruction .....	\$75.00/program
(out of county location) .....	\$100.00/program

### **Special Programs**

Winter Bird Feeding..... \$ 4.00/child (out of county location \$4.50 per child)

### **Public Programs (KCEEC sponsored)**

General Public Programs ..... \$6.00/non-members, \$4.00 children (KCEEC members free)

Tannersville Bog Walks ..... \$6.00/non-member, \$4.00/member (KCEEC and TNC), children under 12

Public Bus Field Trips ..... Costs will be set per person depending on distance and entrance fees etc.

Kettle Creek For Kids 4-6 year olds..... \$5.00/non-member, \$3.00/member

Kettle Creek For Kids 7-9 year olds..... \$6.00/non-member, \$4.00/member

Birthday Parties..... \$8.00 per child (includes 15 children) with a \$120.00 minimum charge. Each additional child is \$8.00

All Camps..... Prices will be set depending on length of camp, number of participants and all materials.

Workshops.... Prices for workshops/training will be set on a case by case basis depending on time, materials and other related costs.

All other program charges will be set on a case by case basis depending on time, materials, travel, food, rental charges, admission fees, and other related costs with the approval of either the District Manager or the Environmental Education Coordinator.

The EE Center has the ability with advance notice to add any materials, admission fees, and travel costs to any of the above program fees.

The EE Center has the ability to set a minimum fee for any group program of \$ 50.00 if actual attendance does not meet pre-registration minimums.

#### **103. Waiver of Fees:**

The District Manager or Environmental Education Coordinator shall have the ability to reduce or waive fees on a case by case basis.

## General Monroe County School District Agreements:

**Classroom instruction** - 1.5 hours instruction x \$30.00\* → \$45.00 per class  
- 1 hour transportation ÷ 2.5 classes a day → 12.00 per class  
- .5 hour prep ÷ 2.5 classes a day → 6.00 per class  
**Materials, copies** → 25 copies duplexed x \$.10 copy (\$.05 per side) → 2.50 per class  
\$65.50 per class

### Mileage to schools

Average → R. Trip – 24.26 x .54 per mile = \$13.10 ÷ 2.5\*\*\* → \$5.25 per class

**Total Classroom Instruction costs per class** \$70.75 per class

**Field Experience** – 2 hours instruction x \$30.00\* → \$60.00 per class  
Transportation Average 10 minutes → 5.00 per class  
.5 hours prep ÷ 2.5 classes a day → 6.00 per class  
Materials/copies → 25 copies duplexed x \$.10 per copy → 2.50 per class  
\$73.50 per class

**Mileage to Sites** – Average route – 10.4 miles x .54 per mile

\$5.62 ÷ 2.5 classes \$2.25 per class

**Total Field Experience Costs per class** \$75.75 per class

### **Total costs per class**

\$146.50 per class \*\*

\* Instruction costs based on average salary of EEC, EE and contracted services based on percentage of programs done by each.

\*\* All costs are rounded off to nearest \$.25

\*\*\* All mileage and transportation costs are determined by averaging distance to schools and outdoor learning sites

**Proposed cost for the 2017-2018 school year is \$145.00 per classroom. This is a 30% increase over 2016-2017 rates but is the first rate increase since 2006.**