# **How to Complete the Tuition Calculator**

The tuition calculator is an Excel spreadsheet that will allow you to indicate which days of the summer your child/ren will be attending and calculate your summer camp tuition, discounts, and payment schedule. There are protected and hidden cells on the sheet to avoid erasure of important calculations or data.

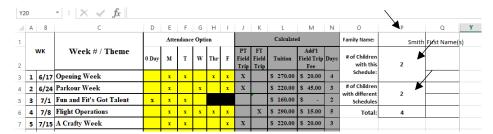
AS THIS IS A NEW PROCESS, IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US.

### **Setup The Family Master Sheet**

Begin by placing your Family Name in the box to the right of the **Family Name** label. List the children's first name(s) in the column indicated.

Enter the number of children you will have with the schedule you are putting on **this** sheet in the #of Children with This Schedule Box.

**IF** you will have other children in the program with **DIFFERENT** schedules, you will need to do a separate calculator for each "schedule". Enter the number of other children with different schedules in the box. Leave as zero or blank otherwise.



### HOW TO - Fill in the Schedule Data for a single camper or multiple campers on the same schedule:

To use the calculator, please place an "X" in the box that represents the days of each week your child/ren will be in attendance.

Please use The ZERO Day box if your child/ren will not attend that week. If you change your selections, you must remove any "X" in a week that you selected the Zero Day Box.

The spreadsheet will automatically calculate the tuition and field trip fees based on the days of the week selected. Note: We are closed on the blacked-out box days.

Please save the file with the name your LAST NAME\_Family Registration Calculator\_2024.

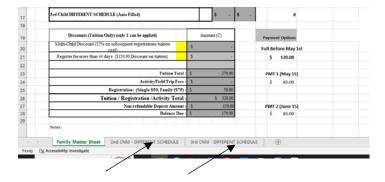
E.g. Smith\_Family Registration Calculator\_2024

## **HOW TO – Multiple Children – Different Schedules**

If your family has multiple children attending on a DIFFERENT schedule, there are tabs across the bottom of the workbook for a Second and Third Child with different schedules.

Click on the appropriate spreadsheet name (2<sup>nd</sup> Child and/or 3<sup>rd</sup> Child), place the child's first name in the appropriate box.

Complete the spreadsheet with "X"s for the days of attendance. The tuition and activity/field trip fees will automatically copy to the Master sheet.



If you have more than 3 different schedules for your family, please contact us.

### **Discounts:**

Only one discount can be applied, either multi-child or the more than 44 days enrolled discount.

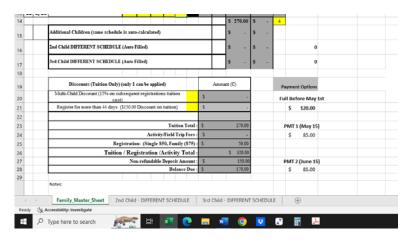
The system will calculate these discounts based on the data you enter.

Please note that the discount for additional children in a family is calculated using the lowest tuition(s) for subsequent children. The Master Sheet should be used for the child who will attend the most days of camp. If this approach is not used, we will recalculate the costs for you and advise you of the change.

### **Calculations:**

The spreadsheet will auto-calculate the appropriate registration fee (Individual or Family) based on the data provided in the grid.

The spreadsheet will auto-calculate the totals, Deposit Amount, and provide the payment schedule options. Please include your deposit amount with your registration packet(s) to reserve your spot(s).



Sending your calculations to us – your registration package must include your calculator for each child that will attend camp. Remember you have until May 1<sup>st</sup> to switch weeks on your schedule.

Please save a copy of the Registration Calculator worksheet and include copies of all tabs that you used with your registration packet. If you are submitting your registration(s) on paper, we appreciate you sending the calculators electronically as well as dropping off your paper packet. The email for submissions is Funandfit@comcast.net