



## Policies and Procedures Regarding Fees and Payments

Effective 7/1/20

Age	5 Days/Week	4 Days/Week	3 Days Week	Daily	Half Day
6 weeks-15 months	\$244	\$223			
15 mons-2 ½ years	\$239	\$218			
2 ½ – 3 years	\$229	\$215	\$174		
3-4 years	\$218	\$209	\$168		
4-6 years	\$210	\$202	\$162	\$54	\$32
6-12 years	\$194			\$46	\$27

- ❑ Tuition for 6-12 year olds is for summer camp and school days off.
- ❑ Registration Fee- A non-refundable \$50 registration fee along with one week of tuition is required to hold a spot. The tuition will be credited in the first billing statement.
- ❑ Half-Day Rate - Any child contracted for less than 4 hours per day.
- ❑ Minimum Days- 4 day minimum requirement for children ages 6 weeks to 2 ½ years. 3 day minimum requirement for children 2 ½ years and older.
- ❑ Multiple Child Discount- A 10% discount will be applied to the oldest child's tuition. This applies to full-time families only.

### OTHER FEES

- ❑ Over-Time Fee-A \$5.00 charge will be applied for every 15 minutes any child remains in the Center beyond 10 hours per day. This fee begins at 10 hours, 1 minute.
- ❑ After-Closing Fee-An initial \$10.00 flat fee for the first 5 minutes, plus an additional \$1.00 per minute for every minute the child is on the premises past 6:00pm. This fee is per child.
- ❑ Supply Fee- An annual fee of \$35.00 per child, \$55.00 per family of 2 children, or \$80.00 per family of three children will be added to each statement in January. This fee covers items such as paper supplies, cooking materials, and art supplies.
- ❑ NSF Fee-\$30.00 service charge.

### PAYMENT TERMS

- ❑ Tuition is paid using automated ACH or Credit Card payments. These are the only methods used in our center. Fees are paid in advance bi-weekly. You will receive a tuition statement along with the date the amount will be withdrawn from your account. Please note: Credit Card payments will be charged a 3.0%

transaction fee (this fee is subject to change).

- Personal Days (see **Personal Days**) will be credited on the next statement.
- Accounts not paid in full will be charged a **late fee of \$25.00**.

## **PERSONAL DAYS**

Each child has available a given number of days each year (**June 1 through May 31**) to be used when your child is not present in the Center (vacation or sick) for which they will not be charged. The number of Personal Days will be determined by the average number of days per week that a child is scheduled in the program.

- A full-time, full year child will receive 13 Personal Days per year.
- Personal Days are pro-rated at the time of enrollment and do not carry over into the following year.
- Parents will be charged for any nonattendance days beyond the number of Personal Days allocated.***

Please note, Personal Days will be credited by filling out a *Personal Day Request* slip which is located by the computer. This slip needs to be submitted within two weeks from the date of use.

## **OBSERVANCE OF HOLIDAYS**

The Center closes for the observance of the following holidays:

New Year's Day	Labor Day	Christmas Day
Good Friday	Thanksgiving Day	
Memorial Day	Day after Thanksgiving	
Fourth of July	Christmas Eve	

If a holiday falls on your child's contracted day, fees will be charged. The Center will also be closed one day in May, which is used for cleaning, and one day in the fall, which is for staff development. Tuition WILL NOT be charged for these days.

