Family Handbook Policy

# Tuition and Fees

## Payment

Tuitions payment are due in advance the first week, last, and a security deposit. Cash is always scheduled in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due weekly by 9:00 AM on Monday mornings, as outlined in the *Enrollment Agreement*.

A non-refundable registration/deposit fee of $50.00 is due annually on First Day of service this fee not be pro-rated.

## Late Payment Charges

Overdue payments can pose severe problems for our programs. Therefore, we have put procedures in place to reduce their impact.

If payment is not received on the day that it is due, a late fee of $3.00 will be added to your next tuition payment for each day that it is late. If your account has not been paid in full within 14 business days, your child may be discharged from the program.

Any payments made will be applied to the oldest charges, and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 15 business days past due, we may attempt to recover the debt in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

## Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of $35.00. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

## Late Pick-up Fees

Late pick-up is not a standard program option and will only be considered as an exceptional occurrence. Late fees of $3.00 per minute will be assessed beginning at 5:00 (as per your individual agreement) PM and will be due upon arrival.

## Special Activity Fees

Every first Friday of the month there will be additional fees $25.00 associated with individual activities or field trips. These fees are due prior to the event, activity or trip.

**Assessment Portfolio’s**

Parents are responsible for purchasing your child’s portfolio annually $15.00 due the 3rd Friday in August to begin our new semester.

##

## Additional Fees/ Credits

* **Vacation** - to retain your child’s spot during your family vacation, 50% of your regular tuition is due. Vacation days can be used if written notice is given in advance for the days your child will not be in attendance. Tuition must be paid prior to going on vacation. These fees are non-refundable if you choose not to return.

**Cash App payments** there is an additional processing fee of $2.00 for your tuition payments.

* A non-refundable enrollment/ registration fee of $50.00 is due annually on First Day of Enrollment

***Credits & No Credits***

* **Credit will be given for Excused Absences** - if your child is hospitalized, absent due to a contagious disease, or absent at the request of your child’s doctor, the absence is considered excused. A written doctor’s note is required to receive a credit.
* **Credit not be given for Sick Days** – there are **no** credits for sick days. Sick days are pre-considered in determining tuition and are **not** refundable.
* **Credit will be given for Inclement Weather** - if I do not open due to inclement weather on a day that your child is scheduled to attend, your account will **not** be credited for that day.
* **Credit will not be given for Planned Closings** – I have pre-considered planned closings including holidays and program vacation weeks in determining tuition.
* **Credit will be given for Un-Planned Closings** – I have pre-considered unplanned closings due to inclement weather, contagious diseases, etc. in determining tuition.
* **Credit will not be given for my absence** – there are credits for days when I must close my program for personal reasons. There are 5 personal/sick days that are pre-considered in determining tuition and are refundable.