



# Daycare Payment Policy

Paying tuition on time helps us retain our dedicated teachers, maintain resources, and continue offering the level of care your family deserves.

All payments are due prior to care and are non-refundable. Parents receive weekly tuition reminders every Thursday, and billing information can be viewed anytime through the Brightwheel app.

Each statement covers the upcoming week of childcare.

This payment policy was created to ensure a smooth, transparent, and consistent process for all families.

- **Payment Schedule**

- Tuition is due every **Friday** for care the following week regardless of attendance.
- If a bi-weekly or monthly pay cycle is preferred, tuition will be calculated by the weekly rate.

- **Fee Structure**

- Tuition fees cover regular daycare hours and activities.
- Additional fees for specialized services, field trips, or extended hours may apply. These fees will be communicated separately.
- Partial payments will not be accepted for any fees, including tuition.
- Tuition may not be "rolled over or "waived" under any circumstances.

- **Late Payments & Penalties**

- Tuition is due before "close of business" on Friday before the week of care.
- A late fee of **\$15.00** will be charged for payments received after the due date.
- The past due tuition and late fee are due prior to care the following week.
- Arriving for pick up after contracted hours, will result in a one-time late pick-up fee of **\$15.00** and **\$1.00** each minute after.
- Late pick-up fees will be applied to the next billing cycle.

- **Non-payment & Termination**

- In the event of persistent late payments, Little Blue Tots Daycare reserves the right to mandate automatic payments, suspend or terminate enrollment.

- **Subsidy Enrollment**

- The certificate of approval is required to begin care.
- Parents are required to pay the difference if at any time the subsidized agency does not cover the full amount of tuition or specialized costs or fees.



## STEP 1 Brightwheel Portal

### Parent Sign Up Link

It's quick and easy to get set up to make online payments to our program.



## STEP 2 Payment Methods

We accept payments in **Cash, Zelle** or online via the **brightwheel** app.