

LITTLE BLUE TOTS DAYCARE: DAYCARE PAYMENT POLICY

This policy is designed to ensure a clear, consistent, and reliable payment process for all families. Timely tuition payments allow Little Blue Tots Daycare to maintain staffing, program resources, and the quality of care provided to our children and families.

All payments are due **in advance of care** and are non-refundable. Weekly tuition reminders are provided each Tuesday, and billing information may be viewed at any time through the Brightwheel app. Each weekly statement reflects tuition for the upcoming week of care.

Payment Schedule

Tuition is due every Friday for the following week of care, regardless of attendance.

Families who prefer to pay bi-weekly or monthly may do so with approval from the Program Director. Tuition will be calculated based on the child's established weekly tuition rate and will be due according to the family's approved billing schedule.

Tuition remains due during absences due to illness, appointments, family vacations, or other parent-initiated absences.

Tuition is not charged during designated Tuition Pass Weeks.

Partial payments are not accepted unless otherwise approved by the Program Director.

Tuition payments may not be transferred, credited, or applied to another week because of a child's absence.

Payment Methods

Little Blue Tots Daycare accepts the following payment methods:

- Cash — exact amount only
- Zelle
- Online payment through the Brightwheel app

Families may view account balances, invoices, and payment history through Brightwheel.

Additional Fees & Charges

Additional fees may apply when applicable, including:

- Annual Registration Fee: \$50
- Late Pickup: \$15 plus \$1 for each minute after closing
- Additional Diapers: \$1 each

Families will be notified in advance of fees associated with optional activities or services whenever applicable.

Unless otherwise stated, additional fees will be added to the family's account and are due with the next billing cycle.

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Late Tuition Payments

Weekly tuition received after Friday is considered late and is subject to a **\$15 late payment fee**.

Past-due tuition and applicable late fees must be paid in full before the child returns to care the following week.

Repeated late or declined payments may result in additional payment requirements, including required automatic electronic payment or another payment method designated by the Program Director. Continued payment issues may result in suspension or termination of enrollment.

Late Pickup

Children must be picked up no later than the daycare's scheduled closing time. **Beginning one minute after closing**, late pickup will result in:

- A **\$15 late pickup fee**, plus
- **\$1 for each minute after closing**

Example: If daycare closes at 5:00 PM and a child is picked up at 5:10 PM, the total late pickup fee will be **\$25 (\$15 base fee + \$10 for 10 minutes)**.

Late pickup exceeding **30 minutes** is considered a serious violation of the program's operating hours and may result in termination of care.

Late pickup fees will be added to the family's account and are due with the **next billing cycle**. Unpaid late pickup fees may result in suspension or termination of care.

Non-Payment & Repeated Payment Issues

In the event of repeated late payments, declined payments, or an unpaid balance, Little Blue Tots Daycare reserves the right to:

- Require a specific method of payment, including automatic electronic payment or cash;
- Suspend childcare services until the account is brought current; and/or
- Terminate enrollment.

Subsidized Childcare

For families receiving childcare assistance:

- A valid certificate or authorization of care must be received before childcare services begin.
- Parents/guardians are responsible for any required family fees, copayments, tuition, specialized costs, or other charges not covered by the subsidizing agency.
- If subsidy benefits are reduced, denied, delayed, terminated, or otherwise become unavailable, parents/guardians remain responsible for any outstanding balance required to continue care.
- Families are responsible for providing updated authorization documents and completing any required attendance or documentation requirements associated with their childcare assistance.

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Acknowledgment

By signing below, I acknowledge that I have read, understand, and agree to comply with the Little Blue Tots Daycare Payment Policy.

Child's Name: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____

Date: _____