

# LITTLE BLUE TOTS DAYCARE, LLC

## Daycare Payment Policy

We are committed to providing your child with a safe and nurturing learning environment. Paying tuition on time helps us retain our highly qualified teachers and pay our bills on time. All payments are due prior to care. Parents will receive weekly tuition reminders every Thursday.

Billing information can be viewed at any time via the brightwheel app. Statements cover the following week's childcare. All tuition and fee payments are non-refundable. We have developed a payment policy to ensure a smooth and transparent payment process. Please take a moment to read and understand the terms outlined below.

- 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.
- Payment methods:
  - We accept payments in cash, [CashApp](#), [Venmo](#), [Zelle](#) or online via the [brightwheel](#) app.
- 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.
- Discounts and incentives:
  - Families with more than one child enrolled full-time receive \$25.00 off the youngest child’s tuition.
- Late payments and 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.

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- Non-payment and 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.