

## Daycare Payment Policy

### Payments

**Please be aware that all payments are due at the beginning of the week that your child will be in care. Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation (w/out notice), or for any other reason.**

**\*\* Parents** receive one vacation week per year with no payment required (MUST GIVE 2 WEEK NOTICE) Vacation weeks DO NOT roll over into the following year.

**\*\*Provider** receives one vacation week per year; full payment is still required. If she does 30-day notice or more will be given.

### Late Payments

Payments are due on **Monday by 12pm**. All payments received after that day are considered late and will be assessed a **\$15 late fee**. Repeated late payments may be grounds for termination and parents who are more than 1 week late on payment will be denied childcare until account is made current. We ask you to consider how you would feel if your employer came to you on your expected payday and told you that your paycheck would be delayed?

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Parent Print

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Parent Signature & Date