

Fee Policies

Each family is required to sign a Schedule and Fee Agreement indicating the programs they have selected for their child and the monthly cost, late pickup policies, snow policies and late fee policies. Fees are charged by the month. There are no refunds for days missed from the program. A thirty-day written notice is necessary to change your schedule and fee agreement with the center.

Fees are due on the first of each month. A \$25.00 late fee will be assessed after 6:00 PM on the 5th day of the month. Families may request an alternate payment schedule if paying on the first of the month is a hardship. [This agreement must be in writing with the director.] If a family knows that they will be unable to make their payment by the fifth of any given month they may be relieved of that late payment fee by calling the director and making alternate arrangements for their tuition before 6:00 PM on the 5th day of the month.

Receipts generated by the computer will be placed in your family file. Written receipts are available only for those parents asking for one. Please note on your schedule and fee agreement if you are in need of monthly receipts.

Families with overdue accounts will be asked to withdraw from the program and will be sent to collections. An overdue account is one in which a family is two months behind. Families having difficulty paying their tuition or who find a discrepancy in their account should notify the director immediately.

During the summer months, school age children may sign up for care a week at a time, a minimum of 3 days a week.