

TUITION POLICIES

A one-time non-refundable enrollment fee of \$25.00 will be charged upon enrolling your child into the program. This enrollment fee will hold your child's slot. This does not apply to subsidized slots. If there are multiple siblings enrolled in Our Lady's Child Care Center then one sibling will receive \$15.00 off his/her weekly tuition. This discount does not apply to part time slots, subsidized care, or before and after school care.

At the time of enrollment we expect one week's tuition to be paid in full and a second week of tuition to be paid on account to be held for the child's last week here. Tuition is due every Friday for the following week. It must be paid before the services are given. No reimbursement will be granted for absenteeism. Tuition is still charged when your child is absent. If the tuition goes up, we expect the parent to adjust this week of tuition being held on account. If the child changes age groups then the week on account will be adjusted and the child's account will be credited. In the event we close the Center due to no heat, water, or electricity due to something here at the center, tuition will be credited for those days. However, if the Center is forced to close for reasons beyond our control (such as no electricity from the street, snow, ice, or a declared state of emergency) parents will still be responsible for tuition. When your child has attended Our Lady's Child Care Center for one year, a vacation credit will be applied. Each child will receive two weeks at half rate for vacation time; this does not apply to subsidies or school age children. To receive this credit, you must let the director know in advance that you are using the credit. School age children are charged for school vacation weeks and summer weeks when you sign your child up for care. You are not charged for the weeks you do not sign your children up. We require a two week termination notice and reserve the right to charge for those two weeks even if the child does not attend.

The center closes at 5:30 P.M. every night. There is a late fee of \$25.00 for any part of each 15 minute interval that the parent is late. If you think you are going to be late please call and let me know. The call will NOT excuse you from the late fee.

Tuition may be paid by cash or check and deposited in the tuition box in the office or in the entry way of the infant/toddler building. Receipts will be written for cash payments. If a check is returned for insufficient funds then you will be charged a \$25.00 fee. Tuition must be paid in full to continue with child care services.

Infant (4weeks - 15months): months):

5 full days only
\$265.00 a week
\$1080.00 a month (paid before the 1st of the month)

Toddlers (15 months-2yrs 9

\$34.00a half day
\$51.00 a day
\$255 a week
\$1040 a month (paid before 1st of the month)

Preschoolers (2yrs 9months - Kindergarten):

\$28.00 a half day
\$43.00 a day
\$195.00 a week
\$795.00 a month (paid before the 1st of the month)

School Age (K - 10 years old)

Non School Days:

\$35.00 per day
\$23.00 per half day
\$175.00 per week(Summer Vacation)

Before School Care:

\$10.00 per day

After School Care:

\$18.00 per day

Parent signature: _____

Tuition is due every Friday for the following week. It must be paid before the services are given. If tuition is not paid at the start of Monday morning then your child will not be allowed to stay. Childcare will be suspended until full restitution can be made. If full payment is not made within 2 weeks then your childcare will be terminated.

Parent/Guardian signature _____ Date _____

If a check is returned for insufficient funds then you will be charged a \$25.00 fee. Tuition must be paid in full to continue with childcare services.

Parent/Guardian signature _____ Date _____

Late Pick – Up

The center closes at 5:30 every day. If you are going to be late please call and let us know. This call will not excuse you from the late pick up fee. If we have not heard from you we will try to reach the parents. If we are unable to reach the parents then all emergency pick up people on the list will be called until someone is contacted who will be able to pick up the child/children. If the children are still at the center at 7:30p.m, then DSS and the Police department will be called. There is a late fee of \$25.00 for any part of each 15-minute interval that the parent is late. Children may not return until the late pick up fee is paid in full.

Parent/Guardian signature _____ Date _____