

All Tuition payments are due the first enrollment day of the week and are considered past due if not received by Wednesday of the same week at 9:00 a.m.

- A \$25.00 late fee will be assessed at that time on a weekly basis. Children are required to be enrolled at least 2 days a week. Your child's enrollment is reserved. We can usually add days but are not able to switch days.
- Fees are a flat rate they will not be reduced for days your child doesn't attend or for days they have been picked up early or arrive late

#### Rates for Holiday, Vacation, Sick, & Personal Days

\*Due to the nature of my expenses, payment is expected even if the child cannot attend due to illness or short absences. Arrangements can be made with the provider for longer illnesses [missing more than a week] if a doctor's note has been provided to show the child is being cared for with the estimated return date.

paid holidays listed below:

New Year's Day (January 1).  
Birthday of Martin Luther King, Jr. (Third Monday in January).  
Washington's Birthday (Third Monday in February).  
Memorial Day (Last Monday in May).  
Juneteenth National Independence Day (June 19).  
Independence Day (July 4).  
Labor Day (First Monday in September).  
Columbus Day (Second Monday in October).  
Veterans Day (November 11).  
Thanksgiving Day (Fourth Thursday in November).  
Christmas Day (December 25).

\*The provider will receive eight (8) personal days that she may take at her convenience. Parents will be notified 2 weeks in advance, unless an emergency arises.

\*No care will be available from Christmas Eve Day through New Year's Day (Winter Holiday).

\*Parents and providers will give each other 2 weeks advance notice for scheduled vacation or other short leaves.

Late Pickup fees: We understand that some day your child may need to be picked up late, please be sure to communicate that change with us at least 1 week in advance so we can accommodate your needs. Failure to do so will result in additional fees anytime a child is waiting at the center after the times agreed upon in the contract. The fees for late pickup is \$15 after 2 occurrences the fee will increase by \$5 each time a child is picked up at unscheduled times without a week's advance notice. \*\* If your child needs to be picked up late and it is for more than 15 minutes, an hourly rate of \$25 will be charged or please ensure you have a secondary care system available for the child (another family or friend, etc.). If the child will be picked up by anyone not listed on the contract please notify us prior to the departure of your child.

Early arrival fees: We understand that some day your child may need to be dropped off early, please be sure to communicate that change with us at least 1 week in advance so we can accommodate your needs. Failure to do so will result in additional fees anytime a child is dropped off to the location prior to the times agreed upon in the contract. The fees for early arrival is \$15 after 2 occurrences the fee will increase by \$5 each time a child is dropped off at unscheduled times without a week's advance notice. \*\* If your child needs to be dropped off early and it is for more than 15 minutes, an hourly rate of \$25 will be charged or please ensure you have a secondary care system available for the child (another family or friend, etc.). If the child will be dropped off by anyone not listed on the contract please notify us prior to the arrival of your child.