

## **Cedar Tree Child Care Center Payments and Procedural Policies**

- Our billing period is from Monday to Friday. Billing is completed on Monday for the current week. Payment is expected in full. A late fee of \$10.00 per day per child will be charged to accounts not paid by Monday of that week. If full payment is not received by Friday, your child/children may not attend until payment is received. CTCC reserves the right to fill your child's vacancy when the account is not paid in full.
- Payments for weeks in which holidays occur will remain the same as all other weeks.
- After 6 months of enrollment, children will be eligible for one week of vacation. CTCC requires a two-week advance notice of a child's absence in order to staff accordingly.
- If your child will be absent due to an illness or any other reason you must call CTCC by 9:00 a.m.
- A \$40 charge is assessed for non-sufficient fund checks. After 3 such occurrences, payments must be made by cashier's check. Payment for all services must always be made by personal check, cashier's check, or cash. .
- Age related rate changes due to a birthday take place on the Monday following the birthday. A reminder note will be sent home of the tuition increase.
- Your voluntary cancellation of service **REQUIRES** a 2-WEEK ADVANCE WRITTEN NOTICE. If a written notice is not given as described, you will be charged for two weeks of fees, based on an average week. The one-week of vacation may not be used for one of these weeks. After notice is given, the one-week of vacation may not be redeemed. The

one-week of vacation will not be available to use until your child has been at the center for 6 months.

- All general policies stated above pertain to ALL the rate schedules and services. When a child is registered you assume all responsibility for cost incurred.
- Inclement Weather Policy: CTCC follows the Abington School District for school closing and delayed arrivals.

THE ABOVE WRITTEN POLICIES ARE PROVIDED TO YOU AS A CONVENIENCE AND TO AVOID ANY MISUNDERSTANDINGS. IF YOU DO NOT UNDERSTAND ANY POLICY OR PROCEDURE, PLEASE ASK.

### **OTHER FEES:**

**Registration Fee:** The current annual registration fee is \$50 for one child and \$65 for a family.

**Mats:** Since your child will be sleeping on a mat you are required to purchase a mat. For a fee of \$20.00 your child's mat will be ordered.

**After Hours Fee:** CTCC closes at 6 pm. Parents should arrive no later than 5:50 pm to allow enough time to visit with the teacher, collect your child's belongings, and sign out. Consequently, a \$5 per minute fee will be charged for each minute past closing time. In the event a parent/guardian cannot be reached after 15 minutes past closing time, your emergency contact person will be notified to come pick up the child. If a parent/guardian is repeatedly late, a child/children will be dropped from CTCC.

## **PARENT CONTRACT**

I understand and agree that a two-week written notice is needed to end my child care services. If no notice is given, I am responsible for paying a 2-week rate and vacation days may not be used. Our billing period is from Monday to Friday. Billing will be completed on Monday for the current week and payment is expected in full by Monday. A late fee of \$10.00 will be charged per day to accounts not paid by Monday. Children may NOT attend after Wednesday the week payment is due until payment is received. If my account with Cedar Tree Child Care is left delinquent, I understand that my child will be discharged from the program and his/her spot will become vacant. I have read, understand, and agree to follow the policies and procedures outlined in the Cedar Tree Child Care Parent Handbook, including the Spiritual Enrichment Curriculum Disclosure Statement.

Our start date for child care services will be:

\_\_\_\_\_.

Our earliest drop-off time will be

\_\_\_\_\_.

Our latest pick-up time will be

\_\_\_\_\_.

In order for the center to schedule adequate staff and meet adult/child Licensing ratios, I understand that any change in my child's drop-off or pick-up time must be communicated with the Director.

\_\_\_\_\_

Parent Signature Date

\_\_\_\_\_

Director Signature Date

