

FINANCIAL POLICY:

Registration:

Each child must be registered prior to attendance at the Center. There will be a yearly non-refundable registration fee, which will be used to offset the high cost of children's accident insurance. This fee will be due the first day of your anniversary month. The registration fee is \$35.00 for one child or \$50.00 for a family of two (2) or more children.

For a child enrolling for the Summer Program only, the registration fee is \$20.00.

Children ages 6 weeks to 24 months must register for a minimum of three (3) full-time days. Children between the ages of 2 and 5 may be registered for full or part-time days or both. A full-time day consists of more than four (4) hours a day – a half day consists of four (4) hours or less. Snacks and lunch are included in the price. When filling out the enrollment form, parents/guardians must indicate days and hours of enrollment. The schedule must remain the same each week. If a parent/guardian needs to add a day or switch a day, please check with the Director prior to the change. We will be happy to accommodate, if we have space available in your child's classroom. The same procedure will apply if you would like to make a permanent schedule change.

Deposit:

A one-week deposit is required prior to admission.

Payment Policies:

Payments are due weekly and must be no later than Friday of the current week of attendance. We have the right to charge a late payment fee of \$5.00 per day for every day payment is late; and if payment is not received within five (5) working days, your child can be disenrolled and your deposit forfeited.

There is also a late pick-up fee of \$1.00 per minute per child for children that are picked up after 6:00 PM. This late charge is due to the necessity to keep Staff Members overtime when a child is picked up late, and payment of this fee is to be made that day directly to the Staff Members who were required to stay after hours. In case of emergency or variation in your schedule, please call the Center immediately so our Staff can be notified and we can reassure your child. It is our responsibility to notify Child Protective Services should any child be left at the Center after 6:00 PM without prior notification from the parent.

Our preferred method of payment is by check. Checks should be made payable to Rattles to Reading Child Care, Inc. There will be a charge of \$15.00 for any check that is returned to us for insufficient funds.