FEE POLICIES

Fee Payment Schedule

Full payment of fees is required to be received from the parent/guardian by the 1st of each month. A late fee of $[amount] per child per day will apply from the 5th business day of the month until fees are paid. If all outstanding fees are not paid in full by the 10th of the month, the daycare may terminate care, and the childcare space will be filled with another applicant. Parents can reapply or be added to the waitlist if applicable.

Parents understand that fees are based on the child's age as of the first day of the month. Fees paid by third parties such as subsidy programs are the responsibility of the primary guardian. If a third party does not pay their balance by the deadline, the balance will be transferred to the primary guardian's account. Failure to pay the outstanding balance within the timeframe given will result in the child's removal from care and the account being sent to collections.

Part-Time Care

Parents can choose two or three recurring days of the week for care. Adjustments to the weekly schedule require one calendar month's notice and must recur for a minimum of one calendar month before they can be changed again. Approval of changes is based on availability and may require a room change.

Fee Payment Option

The daycare accepts fee payments via Pre-Authorized Debit (PAD). The PAD agreement must be submitted before registration is considered final. To process a PAD for the applicable month, it must be entered into the parent portal before the end of the prior month.

Required Notice – Termination of Care & Fee Increases

Parents/guardians must provide one calendar month's notice in writing of childcare termination via the daycare's Notice of Withdrawal Form. If one month's written notice is not given, a fee equivalent to one month's childcare fees plus any additional charges will be applied. Monthly fees will not be prorated. The daycare can increase fees with two months' written notice via email. A full month's notice is also required to cancel a start date, or the deposit will be forfeited, and the applicable month's fees will be charged.

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Vacation or Leave

Parents/guardians agree to pay the full monthly fees regardless of days missed for vacations, illness, or any other reason. Fees are not refundable under any circumstance.

Failed Payment Penalty Fees

There is a $[amount] fee for all payments that are returned NSF, stopped payment, or for any other reason. Parents must pay this fee along with the daycare fee by debit no later than the end of the business day on the day they are notified. Late fees will also apply as per the Fee & Late Payment Policy. If a family experiences three consecutive failed payments, childcare services may be terminated.

Late Pick-Up

Late charges of $[amount] per child for the first 10 minutes or portion thereof and an additional $[amount] per child for every minute late thereafter must be paid directly to the staff in cash. If a parent/guardian is unable to pay the staff upon arrival, a bill will be sent out the next morning and must be paid by the end of the business day. Failure to pay late pick-up fees will result in immediate termination of care. Parents who are late three or more times will receive a warning letter regarding the termination of their child(ren)'s care.
If parents/guardians are more than 15 minutes late, the daycare will call their emergency contact person for pick up. If they or the parents/guardians have not arrived by [specified time], the daycare will call Family Services to care for the child. Parents/guardians must contact the daycare if they will be late picking up.

Summer OOSC Program

Fees for the Out of School Care (OOSC) program for July and August are higher than the September to June OOSC fees. If a parent/guardian does not require care for these months, one month's notice is required or payment of the month's fees in lieu of notice. Withdrawal for the summer months does not guarantee a spot in September, but the child will be added to the September waitlist upon request.