

Little Feet Childcare

Payment Policies

1. I understand I am responsible for paying the \$50.00 registration fee upon enrolling my child/children.
 2. Tuition will be due on or before the Tuesday of the care week/month. I understand that if payment has not been received by Wednesday of the care week, an additional \$10.00 will be charged to my account. If no payment is made after 5 center school days, my child/children will not be accepted into the center until my account has been cleared. I understand that any child on the waiting list who qualifies for that position can replace my child.
 3. All families who have assistance through the county, your co-payment is due by Wednesday of the care week. I understand there will be a fee of \$5.00 charged to my account if that payment is late each week.
 4. All tuition is based on yearly program costs. Whichever tuition I choose, I must pay it regardless of whether my child/children are in attendance or not.
 5. We allow 2 weeks of vacation per school year. **In order to use vacation, your account must be at a \$0.00 balance. A written notice should be given to the office two weeks prior to the vacation so you will not be charged**
 6. I understand if a holiday (day the center is closed) lands on the same day as my child/children's scheduled day then I am still responsible for paying for that weekly/monthly rate.
 7. No refunds will be made for the absences **EXCEPT** for extended illnesses. If my child is absent due to illness for **MORE** than 2 days, a credit will go towards my following weeks/months tuition. I will call the center and inform the staff that my child is ill and will not be in attendance.
 8. I understand a late-pick-up fee of \$5.00 per child will be assessed every 5 minutes until picked-up. Drop-in childcare payments are due **THE DAY** that my child receives care, unless other arrangements are made with the office.
 9. The center requires 2 weeks written notice for withdrawal. If notice is not given, I will be billed for those 2 weeks.
 10. If you have assistance with the county and you withdrawal from the center at any given time, you will NOT be reimbursed for your co-payment. Co-payments are due every week of every care month. This includes and families who withdrawal for any reason or children who are dismissed from the center.
 11. Failure to meet the center's payment policies will result in immediate termination of childcare services.
 12. I understand that a charge of \$30.00 will be charged to my account if a check is returned to the center due to insufficient funds. A **cash** payment will then be required in full to cover that cost.
 13. **All fees are subject to change at the discretion of the administrators.**
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I have read the above policies and payment regulation of Little Feet Childcare and agree to these policies.

I am enrolling my child/children for _____ days a week at a rate of \$_____ per week/bi-weekly/monthly due on or before the Tuesday of the care week. I understand there will be a late charge of \$10.00 every Wednesday that payment was due. I also understand the tuition and charge sheet and realize that there will be additional charges to my account if my child/children attend more than what I am allotted.

Parent or Guardian signature _____ Date _____