

# Endless Journey Child Care Tuition Policy

## Payment of Tuition

Tuition is due by Friday of each week for that week of attendance. There will be a \$25.00 late fee for payments not made by 6:00 p.m. on Friday. In the event that tuition becomes one week delinquent, the child must be withdrawn until the entire balance is paid in full. If you pay by cash a receipt will be given for you to keep in your files at home. Please remember a portion of your child care expenses may be tax deductible. Tax numbers: MN Tax ID #: 7694132 Federal Tax ID #: 83-0392150

## Registration Fee and Deposit

There is a \$25.00 registration fee per child. A deposit is also needed to reserve your child's spot. The deposit will be equal to your child's first week of tuition. Please refer to the tuition form in your parent pack. When your child starts, the deposit will go toward your child's first week of care. The registration fee and deposit are nonrefundable. This pertains to new enrollments as well as to any returning child who has previously been enrolled and withdrawn.

## Returned Check Policy

There will be a \$30.00 service charge on any returned check from the bank. Cash or money orders will only be accepted after that.

## Holidays/Vacation/Illness Policy

1. We will be closed on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and the following Friday, Christmas Eve Day and Christmas Day. If the holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday. **These are paid days for the center.**
2. Parents will receive one week a year as a vacation week where they will not have to pay for child care. This is only if your child is absent Monday through Friday in the same week. A vacation request form will need to be completed by the parent/guardian and given to the director as soon as you are aware that your family will be on vacation.
3. Children who miss a scheduled day due to illness may not attend on an unscheduled day. There is no reduction in tuition for illness days.

## Equal Opportunity Provider and Employer

We do not discriminate on the basis of race, color, national origin, sex, age or disability.

## Charges for Late Pick-Up

There will be a \$15.00 late fee per child charged for late pick up after 6:00 p.m. The fee will increase an additional \$15.00 every 15 minutes. This fee is paid to the staff members who prolonged his/her day.

## Withdrawal Requirements

We require a two week paid notice upon withdrawal. Please give this written notice to the director.

I have read the above tuition policy statement and agree to abide by these regulations. I understand that I am required to pay the tuition rate that I agree to on this form. This rate is due weekly whether my child is able to attend his/her days or is absent. The current tuition rate for the program I have enrolled my child in is as follows:

Child Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Number of Days: \_\_\_\_\_ Rate per Week: \_\_\_\_\_

I understand the above rates are subject to change as conditions may require, but I will receive at least two weeks notice of any change in tuition.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Social Security Number (required): \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Social Security Number (required): \_\_\_\_\_ Enrollment Date: \_\_\_\_\_