

CHAPEL CHILDREN'S CENTER
Child Care Scheduling & Payment Policy for
Preschool, Kindergarten & School Age

Enrollment: A non-refundable enrollment fee of \$150 per family, and the first two (2) weeks tuition of scheduled childcare, is due upon initial enrollment into Chapel Children's Center. This insures your space in the age appropriate classroom for your child. Enrollment fees will be billed out annually in August.

Scheduling: Calendars are provided to parents one month in advance and are due by the 20th of the month prior (i.e. October's calendar due by September 20th). If a calendar is not submitted by the 20th, your child will not be given space priority in their classroom, nor will your child be scheduled for any days in the new month until a calendar is submitted. A place-holder fee* will be charged (see FEES below) until a calendar is submitted.

Payment: *All tuition is due one week in advance of your child's scheduled care.* We prefer payment for the entire month in advance. A \$15 weekly *late fee* will be assessed on accounts when they become delinquent. If an account becomes 14 days delinquent, your child will no longer be able to attend the Center until the account balance is caught up in full. ~ All returned checks will be charged an additional \$35.00 for reprocessing. Thereafter all payments will need to be made with a **Money Order or Cash**. ~ A **5%** discount will be applied to each additional child, from the same immediate family, enrolled in the Center. ****** Daycare charges and Preschool tuition installments must be made in separate payments/checks. Checks for daycare charges are to be made payable to **Chapel Children's Center (CCC)**. Checks for the Preschool are to be made payable to **Colbert Chapel Preschool**. ******

Fees & Charges: Your child must be scheduled for **3** days a week, at minimum, to keep their space. Partial weeks that the Center is open, to include weeks with SNOW CLOSURE DAYS, you will be billed your normal tuition charge. No tuition will be charged for the following weeks: July Summer Break, August Summer Break, and the full week closure during Christmas Break. Families who notify the Center and choose not to attend for a period longer than 4 weeks, may choose to pay the 3 day a week *place-holder fee* to keep your child's spot, OR, dis-enroll for that time. Should you choose to re-enroll you will be charged a non-refundable re-enrollment fee, pending space availability. ~ There may be extra fees requested for special projects and field trips your child may participate in.

Cancellation: All cancelations of scheduled days must be made a minimum of 14 days (two weeks) in advance to not receive charges for those days. The 3 day minimum will still be applied. Traded days cannot be substituted for Late Cancellations or No Shows. It will be considered an extra day and charged accordingly. ******Cancellation of your childcare services will require a two (2) week written notice given to the Director. ******

Daycare Hours of Operation: The Center opens at 6:30am and closes promptly at 6:00pm. Please make other arrangements if you anticipate that you will not be able to pick up your child by closing time you will be charge \$1.00 per minute per child after 6:00 pm. Time will be documented as per CCC's clock.