

- ◆ Physical form. All children must have a completed physical form on file before enrollment.

Tuition Payments

Tuition Payments are scheduled and due one week in advance. All payments are due on Friday for the following week. Payments will be considered past due after Monday. A \$5 late fee will be added each week for any late payments. If an account becomes two weeks delinquent, your child will not be able to return until the account balance is paid in full. If an account balance cannot be paid in full, a catch-up payment arrangement must be made with the Christian Education Center administrator or the accountant in order for your child to return.

Bi-weekly and monthly payment plans may be arranged with the front office. Payments are to be deposited in the drop box at the office entrance. If you are paying by check, **please include your child's name** at the bottom of the check. Because we pay our staff whether your child attends or not, we cannot give tuition refunds or credits for the day(s) your child is absent. *THERE WILL BE A \$20.00 CHARGE FOR ALL RETURNED CHECKS.

There is an annual curriculum fee beginning with the two year old classrooms. Parents are also responsible for the expense of most field trips if they wish their child to participate.

Parents receiving financial assistance from the Department of Social Services: Please note that the weekly rate owed may be different from a figure given to you by DSS. We are licensed as a religious based daycare and do not receive full reimbursement for services from DSS. You may have a small out-of-pocket amount of tuition due each week. Also, to ensure financial assistance, parents **must** swipe the card provided by DSS to report a child's attendance. Failure to do so results in DSS not providing payment to the CDC. The parent then becomes responsible for the entire cost of that day or days.

Discount Policy

Discounts apply to full-time children only. Full-time is defined as 5 days per week. This includes Before and After School but not ½ day 4 year olds.

- ◆ A family will only receive their best discount, not every applicable discount. Example: You cannot receive the church member discount plus the multi-child discount.
- ◆ The "free week" is for parents of full and part time children who have been at the CDC for at least 90 days. The child(ren) may not attend during the free week.
- ◆ For the full day program: if 2 children are enrolled, the 2nd child will receive a \$20 discount; if 3 children are enrolled, the oldest child will receive ½ price tuition.
- ◆ The Neighbors Grove Church Member/Regular Attendee discount is 20% off.
- ◆ Full-time children receiving DSS assistance will receive the same discounts.