

**SBC CHILD CARE
CENTER**



Payment Policy

To: ALL PARENTS

From: THE DIRECTOR

PAYMENT OF FEES POLICY

Upon registration or when a child withdraws and re-enrolls, a \$25 non-refundable registration fee will be collected. This fee does not apply to weekly fees.

Fees are based on the number of hours requested in your Contract for Services.

Children not picked up by 6:00 will be charged a \$10 fee for the final fifteen minutes the Center is open. By licensing terms, children cannot be in attendance after 6:00 p.m.

Payment of fees is due and payable in advance on your first contracted day each week. If your child is absent due to illness, payment is expected on the first day of attendance. Payments are considered past due at 6:00 p.m. on Friday of each week. At that time, a \$10 late fee will be assessed.

When your child is absent for any reason (except earned free vacation), you are responsible for the full fee as contracted. We have reserved a place for your child and our costs remain fixed even when your child is not in attendance.

If payment of fees is delinquent for two weeks, childcare will be discontinued until full payment is received. If personal circumstances prevent payment of fees, contact the Director to make payment arrangements.

If you exceed the hours of your contract by fifteen minutes either before or after your contracted time, a \$5 fee per child will be assessed. Our staff schedules are based on

your contracted times; therefore, it is important that you adhere to your contract to maintain staff-child ratios.

Parents belonging to flexible spending or reimbursement programs that require receipts or signed forms need to notify the Director in writing.

A 5% discount will be applied to the total weekly fee for families with more than one child regularly contracted at Shiloh Baptist Church Child Care Center. This does not apply to families with children requiring occasional care.

After your family has been a client of Shiloh Baptist Church Child Care Center for one (1) consecutive year, you are eligible for free vacation days equal to the number of weekly contracted days at the time vacation is taken.

If you refer a new family to our Center, you will receive one free gift for one child after the referred family has been in attendance for four (4) weeks. Referrals should be submitted in writing to the Director by the referred family.

When withdrawing a child from the Center, a two-week *written* notice must be submitted to the office. Parents will be charged their regularly contracted fees for those two (2) weeks.

A notice of thirty days will be given to parents for any increase of fees.