

Payment Policies

I understand and agree that tuition is to be paid in advance each week on Fridays. Payment is due no later than 9:00 a.m. Monday for child to attend. A \$5.00 late fee will be added to the tuition amount effective Friday evening for Monday morning and each additional evening until tuition is paid. Example: If your tuition is \$100.00 a week and you do not pay tuition on Friday evening the total due Monday morning will be \$105.00. If you do not pay tuition until Tuesday morning it would be \$110.00, etc. If the tuition is not paid on Monday morning, my child cannot attend class until tuition is received. If no effort is made to make payment within one week my child's spot will become available for the center to fill a new enrollment and the past due amount will be sent to a collection agency or legal action will be taken. Tuition is still due if my child misses due to illness or any other circumstances. I understand that I also pay for holidays when the center is closed, I also understand that if a holiday arises on a weekend or on the middle of the week that the closing day(s) may be changed to meet the needs of the majority of parents who need care. I also agree to pay an over time fee of \$5.00 for every five minutes if my child is left past the ten hour per day attendance time or if my child is left past 5:30 p.m.

All checks must be paid from a bank in Springfield. **NO CREDIT CARD CHECKS OR TWO PARTY CHECKS WILL BE ACCEPTED.** All checks are cashed directly at your bank and must be cashable at time it is dated to us. All checks are cashed on the date of receipt or on Saturday morning before the beginning week. If your bank is not opened on Saturdays, tuition will need to be received on Friday morning. If we try to cash any check and it does not cash it is still considered an insufficient check and you will be charged an NFS fee. If an insufficient check is received, the parents have until the end of closing the day the parent was notified that we received an NFS check to bring their account current. Care will not be given for the child until the NFS check and NFS fee of \$20.00 is paid in full. If any parent writes one insufficient check at any given time the parents will be required to make all tuition payments by cash/money order from that point on. Checks need to be made payable to Brenda Thomas. If your bank requires a fee for cashing the check you will be required to pay the fee or pay in cash.

A **two-week** notice is required if withdrawing your child from the program. If a two-week notice is not given, I understand the full amount is still due and if not paid it will be sent to a collection agency or Where Families Grow, LLC may choose to sue me in small claims court. Notices are required to be given on Fridays with tuition and end dates on Fridays since tuition is set up accordingly. Our program will supply a Letter of Notice form upon the date of notice for both parties to sign verifying the notice was received. Parents who do not give a two-week notice will be subject to an early termination fee in addition to the two-week tuition fee of \$150.00. If a two-week notice is not given or a balance is owed an Itemized Statement of Payment will not be provided for tax purposes. If Where Families Grow, LLC can find another person to take my child's position within this period Where Families Grow, LLC may give me a choice to terminate the notice sooner than the two weeks. If there is an extenuating circumstance regarding the notice, Where Families Grow, LLC will try in our best interests and the family's to work out an alternate agreement if a two-week notice could not have been given.

Any amount that is past due will be placed with a collection agency or Where Families Grow, LLC may resort to small claims court to collect outstanding debts. Any further fees accumulated by Where Families Grow, LLC in an attempt to collect past due funds will be billed and paid by the person(s) who signed the contract with Where Families Grow, LLC. There will also not be an Itemized Statement of Payment provided if there is a past due amount.

I agree to pay the following weekly tuition amount (please initial beside amount).

- Infants and Toddlers Full Time: \$170.00
- Two Year Olds Full Time: \$120.00
- Three & Four Year Olds Full Time: \$110.00
- Five Year Olds Full Time: \$100.00
- Discounted Rate of: \$_____

Subsidized Child Care Payment Policy

I also agree to pay the full tuition amount I marked above until Where Families Grow, LLC is contacted and informed that I am receiving state assistance. I also agree that if I allow my state assistance case to close I am responsible for the full amount of tuition listed above. I also understand and agree that upon my state assistance closing date, I will need to pay the full amount of tuition until the center is notified that my case has reopened or has been continued.

I also understand the state pays based on the following scale and if my child is absent or leaves early I am responsible to pay the center for the rest of the payment not paid by the assistance program.

- Full Day: 5 or more hours
- Half Day: 5 or fewer hours
- Part Day: 3 or fewer hours

Children enrolled for full days are allowed five absences in a calendar month. Children enrolled for half or part days are allowed three absences in a calendar month. This includes holidays the center may be closed.

I agree to pay the following weekly tuition co-payment amount....

Approved co-payment until: _____ (date assistance needs renewed)

I understand that failure to make a payment on the co-payment will merit Where Families Grow, LLC to contact my state assistance caseworker and I may lose my assistance until payment is received.

I also understand that if the center changes any fees or tuition I will be given a two-week notice.

I have read and agree to the payment policies above. Failure to comply with these rules will void all contract agreements.

Parent/Guardian Signature Date

Parent/Guardian Signature Date