

Family Handbook Policy

TUITION AND FEES

Important Notice

All payment and fee processing will be completed by Leona Kaminski, Center Director. He/she will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Leona Kaminski, Center Director

Tuition Rates

PLEASE SEE TUITION SCHEDULE ATTACHED

Families contract for a specific weekly schedule as indicated on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

Tuition Deposit

A Tuition Deposit equal to two weeks of care is required at the time registration is confirmed. This deposit is applied to the last two weeks of care provided a two-week written notice is given. If a two-week written notice is not given when a child has withdrawn from the program, the family will be billed for two weeks of care, which will come out of their deposit.

Adding Extra Days

Extra day rates apply only to part-time families and are contingent on prior agreement of days of care needed. When your family surpasses 1 day of childcare per week, a fee of \$12.00 per day will be charged to your account for each extra day of care.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due weekly by 9:00AM on Monday morning, as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of \$40.00 is due the day of registration.

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by cash, check, money order. Envelopes will be provided. Child's name, week of service, and amount should be written on the front of the envelope and deposited in the designated locked box.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay childcare payments will result in childcare services being terminated.** If payment is not received on the day that it is due, a late fee of \$5.00 will be added to your next tuition payment for each day that it is late.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 15 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks will be charged a fee of \$40.00. Two, or more returned checks will result in your account being placed on “**cash only**” status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$5.00 per minute will be assessed beginning at 6:00 PM and will be **due upon arrival. Repeated late pick up may result in childcare services being terminated.**

Other Fees

- From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activities, or trip.

Credits & No Credits

- **Families contract for a specific weekly schedule as completed on the Enrollment Agreement Form.** Payments for this contracted schedule is required every week, year-round, whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick, vacation days, holidays, staff training, inclement weather, infectious disease (except as noted below), public health emergency such as a pandemic, or weather-related or environment emergencies.
- In the event of any of the above circumstances if we are prevented from operating, families shall pay 50% of tuition fees for the next 2 weeks. Payment of your tuition allows us to retain staff, pay operating expenses, and to hold your child’s slot for when we are safely able to reopen.
- **Credit may be given for “Serious Illness/Injury”**-in the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to serious contagious disease or serious illness /injury, credit may be issued. A written doctor’s note is required to receive a credit.
- **Credit will not be given for our absence** – there are no credits for days when we must close our program for personal reasons. There are 5 personal/sick days that are considered in determining tuition and are not refundable.

Credits & No Credits

- **Families contract for a specific weekly schedule** as completed on the *Enrollment Agreement Form*. Payment for this contracted schedule is required every week year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below) or public health emergency such as a pandemic, or weather-related or environmental emergencies.
- **In the event of any of the above circumstances** if we are prevented from operating, families shall pay **50%** for the next **2 weeks**. Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.
- **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor's note is required to receive a credit.

FOR FAMILY CHILD CARE HANDBOOK

- **Credit will not be given for our absence** – there are **[no]** credits for days when I must close my program for personal reasons. There are 5 personal/sick days that are pre-considered in determining tuition and are **[not]** refundable.

A STEP AHEAD DAYCARE, INC.

7802-06 CASTOR AVENUE
PHILADELPHIA, PA. 19152
215-722-4700

TUITION SCHEDULE

EFFECTIVE APRIL 1, 2018

Tuition is due the Monday of the actual week being served. Fees paid after Tuesday morning at 9:00am will assess a \$5.00 per day late fee. Please remember that your tuition will be charged even if your child is absent from the center. Our fees are based on an annual rate tuition. It's taken into consideration, holidays, and instances when the center may be closed, including days missed due to snow, vacation or illness.

Registration Fee: an initial fee of \$40.00 is due at time of enrollment. This fee is non-refundable.

3 months to 13 months

5 full days----- \$200.00 per week

13 months to 24 months

5 full days----- \$175.00 per week

24 months to 36 months

5 full days ----- \$165.00 per week

4 full days----- \$155.00 per week **

3 full days----- \$135.00 per week **

**** Days off must be set at start date****

36 months to Kindergarten

5 full days----- \$155.00 per week

4 full days----- \$145.00 per week **

3 full days----- \$135.00 per week **

**** Days off must be set at start date****

Part-time: 8:30am to 12:30pm----- \$110.00 per week

Before & After Program----- \$95.00 per week

Any full days will be \$12.00 additional for each.

Full weeks: will be \$155.00 per week

There is a 10% discount for families with two or more siblings enrolled **full time** only. The 10% will be deducted from the child of the higher cost.