



Fee Policy

Hours of Operation: The morning session is scheduled from 9:15 am-12:00 pm Monday – Friday. There are afternoon extended day options for 3's and 4's until 2:30 Tuesday –Thursday.

Application Fees: \$100 per family must accompany application(s). This is **non-refundable**.

Deposit: \$100 per session will secure a space for your child(ren). This deposit is **non-refundable**. Enrollment will be prioritized for currently enrolled families and those seeking extended day options.

Payments: Tuition is due in 2 payments, Sept. 1st and Jan. 1st. Tuition payments are **non-refundable** and you are responsible for the full contracted amount. **Payments should be made payable to "First Congregational Church."** Please place checks in the Fee Box outside the Director's office. This box will be checked daily. Families who pay annual tuition in full with the Sept. 1st payment will receive a 1% discount.

Late Pick up Fees: In fairness to all families and staff members it is expected children be picked up at prescribed times. In the event you are late you will be charged \$10 per 15 minutes per family.

Late Payment Fees: Payments not received by prescribed due dates will incur a \$25 fee. If payments become over 30 days in arrears, Play Care reserves the right to suspend attendance until a payment plan is approved by the Director.

Early Morning Drop off (EMD): This option is available 8:30-9:15 am Monday-Friday. The fee is \$10 per scheduled day and \$12 for occasional attendance. For occasional attendance availability must be determined by the Director at least 24 hours in advance.

Lunch Hour: The lunch hour is 12:00-1:00 pm and is available every day ***except the first Monday or alternating Friday of every month.*** Afternoon session enrollment is not required to stay for lunch hour. You supply the child's lunch (nut free items only). The charge for lunch is \$10 per scheduled day and \$12 for occasional attendance. For occasional attendance availability must be determined by the Director at least 24 hours in advance. ***Lunch fees will be waived for families enrolled in morning session and an afternoon session on same day.***

EMD/Lunch fees will be waived if 24 hours' notice is given for an expected absence so our staffing arrangements can be modified if needed. You will be billed monthly for EMD/Lunch hours accordingly. Fees are due the 15th of each month.

Stay and Play: This option is available 2:30-3:15pm Tuesday - Thursday. The fee is \$10 per scheduled day and \$12 for occasional attendance. For occasional attendance availability must be determined by the Director at least 24 hours in advance.

Change in Enrollment Fee: A \$10 administrative fee will be applied when a child's attended days are changed after the initial application period.

Adding sessions: When availability allows, Play Care encourages adding sessions at any time of year.

- Those requesting permanent additions will be given a prorated amount for the added session based on the months left in the school year. You will be charged a full monthly prorated amount so adding by the 1st of the month is best.
- Occasional added sessions will be possible when availability allows. A minimum of 24 hour notice is required and Director must approve. The fee for an occasional added session will be \$50 per session.

Referral program: Referring neighbors, family members or friends to our program can benefit you. If you send a new family to us and they enroll, you will be given a \$150 referral credit.

Volunteer buy out: Play Care requires families to volunteer in the classrooms or on a special program project 3 days each school year. If you cannot meet this time commitment, you can buy out volunteer requirements at a rate of \$25 per day.

Enrichment Fees: Enrichment classes are offered, at minimum, biannually. Registration is required and prescribed fees are due at time of registration. Flyers will be distributed for each class in advance of offering. Mondays and Fridays 12:00-2:15 pm for 3's and 4's and Thursdays 12:00-1:00 pm for 2's are typical offerings.

Returned checks: A \$25 fee will be assessed for all returned checks.