



Fee Policy

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

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

Deposit: \$200 per session will secure designated days for your child(ren). This deposit is **non-refundable** and will be applied to overall tuition. Enrollment will be prioritized for currently enrolled families and/or those seeking full weeks versus partial and/or extended day options.

Payments: Remaining tuition is due in 3 payments, Aug. 1st, Nov. 1st and Feb. 1st. Tuition payments are **non-refundable** and you are responsible for the full school year contracted amount.

- In the event of a Local, State or Federal mandated closure occurs extending beyond 1 month, prorated tuition credits may be applied to your account.
- In the event of unusual or extenuating circumstances warranting a withdrawal, any refunds considered must require full Board approval.
- Families who pay annual tuition in full with the Aug. 1 payment will receive a 1% discount.
- **Payments should be made payable to “First Congregational Church.”** Credit card payments are accepted and incur a convenience fee.

Late Pick up Fees: In fairness to all families and staff members, children should 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 8:15-9:15 am Monday-Friday. The fee is \$12 per scheduled day and \$15 for occasional attendance. For occasional attendance availability must be determined by the Director at least 24 hours in advance.

Lunch Bunch: The lunch hour is 12:00-1:00 pm and is available every day *except the first Monday or alternating Friday of every month*. You supply the child's lunch (nut free items only). The charge for lunch is \$12 per scheduled day and \$15 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 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. *A minimum of 3 children enrolled is needed to offer this option.* The fee is \$12 per scheduled day and \$15 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.

- Those requesting permanent additions will be given a prorated amount for the corresponding added session(s) based on the months left in the school year.
- 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 \$75 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. Registration is required and prescribed fees are due at time of registration. Mondays and Fridays 12:00-2:30 pm for 3's and 4's and a mid week day 12 -1:30pm for 2's are typical offerings.

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