

PAYMENT POLICIES

- ★ Payments: All daycare fees are due on Friday in advance for services to be scheduled. After services are scheduled there will be no refunds. All discounts will be voided if payment is not received on Friday by midnight. Daily or Drop-in rates are paid in advance before the child is left at the Center (CASH ONLY).
- ★ Payments Accepted: Automatic Draft Payments, Online Debit Card payments, or occasional cash payments are accepted.
- ★ Daycare Fees: Rates are determined by the age of the child and the number of hours in attendance.
- ★ Late Pick Up Fees: \$1 for every minute after 5 minutes after your scheduled pick up time per child. You are determined late per your child's scheduled pick up time or holiday early closing time.
- ★ Late Fees: A \$25 late fee will be charged for fees not paid by Friday at midnight. After your second time being late, you will be required to make tuition payments by automatic draft only to continue enrollment at Toddler University.
- ★ Registration Fees: All registration fees are due at the time of enrollment.
- ★ Returned Check Fee: There will be a \$30 returned check fee plus a \$25 charge for late payment on all returned checks. If a check is returned to the Center, we will no longer accept checks as a form of payment on your account.
- ★ Vacation Fees: During the year, the Center will allow 2 weeks at ½ the weekly rate for vacations, with a written two week notice to the Director.
- ★ Unpaid Balances: Parents are responsible for collection costs and any legal fees necessary to resolve any unpaid balances.
- ★ Additional Fees: Parents are responsible for replacement costs for destruction of property, such as but not limited to, mats, educational toys, books, etc. Parents will be billed a \$5 no uniform fee for each day that their child arrives without proper uniform attire.

***I understand that Toddler University reserves the right to discontinue services at their discretion.

***The facility will advise me of my child's progress and issues relating to my child's care as well as any individual practices concerning my child's special needs. I also understand that my participation is welcomed and encouraged in facility activities.

***I have read and agree to abide by the policies and procedures of Toddler University.

Parent's Signature: _____ Date: _____

Facility Administrator: _____ Date: _____

X _____ Date _____