

Upon enrollment in the Center, a registration fee is required. This is a yearly charge. The registration fee is \$15.00/child (non-refundable).

Contracted hours will be charged whether the child attends the Center or not, or if the Center is not notified of a Personal Day being used. REMEMBER, you must give two (2) days (48 hours) notice to use a Personal Day, unless it is being used for a sick, snow, or flood day. If your child is not attending due to sickness, snow or flood day, you need to call in before their time of arrival or you will be charged for that day. To cancel your contract, you must give a two (2) week notice in writing; for a reduction in hours, you must give a one (1) week notice in writing. Personal days run calendar year and are prorated depending on when your child starts. When personal days are used up, parents are charged for the full contracted hours. A new set of personal days starts January 1.

HOLIDAYS - There is no charge nor do you need to use a Personal Day when the Center is closed. Holidays closed: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve and Christmas Day. There may be other days we end up closing if the enrollment is not high enough to stay open, such as New Year's Eve day or around July 4th.

At times there may be fees above the cost of care (i.e. special events, field trips, etc.).

If you arrive at the Center before/after closing time, you will be charged as follows (unless prearranged and approved by the Daycare Program Director or staff in charge):

5 – 15 minutes = \$ 5.00

16 – 30 minutes = \$10.00 (etc.)

Each child's absence due to hospitalization will be reviewed on an individual basis.

If you have an interruption of employment or something else that causes you not to need daycare; you may cancel your contract with 2 weeks notice. To re-enroll (provided there is room) you would need to pay another registration fee. To save your spot, you would need to pay the normal contracted weekly amount.