

FINANCIAL POLICIES

It is the policy of New Day Children's Center, Inc. that:

- A registration fee of \$40.00 per family is required at the time of registration. This fee is not refundable unless New Day does not have room for your child. This is a one-time charge that will not be repeated if the child leaves and is re-enrolled within one year from the last day of attendance.
- The first and last week's fees for day care must be paid in advance. The last week's fees are retained by New Day as a security deposit and are applied to your last week of care when the child is disenrolled.
- Fees must be paid in advance by Friday of the week before care is given. Bills are not given out unless payment is overdue. If you have a problem with payment, you must contact the office immediately to make temporary arrangements for payment. If payments are not current and no arrangements in place, care for your child will be terminated and your balance due will be turned over to our attorney for collection. All costs and expenses for collection become your responsibility and are a part of your indebtedness.
- Fees are due whether your child attends or not. Because we are required to remain within our budget constraints, we must ask for payment in full during your family vacations, sick days, holidays, and snow days, with the exceptions noted. Fees are subject to change during the year, and you will receive 30 days' notice.
- Children will receive one week's vacation without charge per calendar year, after six months of continuous attendance. This must be taken in a one week block. All children are entitled to take a one-half price sick week per calendar year, if the child is out sick for a full week.
- Fees are based on the yearly cost per child divided by 50 weeks per year. There will be no charge for the week we are closed for the Christmas break, or the week we are closed preceding Labor Day.

Holidays: New Day is closed for the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday following, and Christmas Day. You will be charged your regular fees for these days. In the event a holiday should fall on the weekend, we will close either Friday or Monday for our paid holiday. Also if Christmas Day or New Year's Day falls within the week we close for the Christmas break, it is an unpaid holiday and you are not required to pay for that day. Each year you will only be paying for either Christmas or New Year's, but not both.

- New Day is also closed each year on Martin Luther King Jr. Day and the last Thursday and Friday in June. These are paid days for our staff to come in and clean in their classrooms, attend staff development meetings or in-service training.
- Unpaid Closures: New Day will also be closed during the following periods each year. The last week of summer before Labor Day, and the week we close for Christmas break.
- If a child is away for a period of time, his/her place will be reserved only if tuition is paid. Otherwise, the child must be disenrolled, and he/she may be re-enrolled later, if there is space.
- Children who are enrolled part-time may attend extra time when space is available and with the permission of the office staff. Extra time must be paid for at the end of the week in which it occurred.
- There will be an extra charge of \$5.00 for every 15 minutes after 5:30 pm pickup. Please sign and date the attached Late Pick-up Policy. Constant offenders may be asked to withdraw their child.
- There will be a charge of \$20.00 for returned checks. Constant offenders will be asked to pay in cash.
- **Two weeks' advance notice of termination must be given to one of the office staff by the responsible adult.** Otherwise, two weeks' fees will be due after the child leaves.

1) Family Discount:

Full time (5 days/wk)

\$25 discount for 2nd child

\$60 discount for 2nd & 3rd child

Part time (less than 5 full days/wk)

\$15 discount for 2nd child

\$33 discount for 2nd & 3rd child

Military families may ask about the Military Assistance Program.

Effective 7/1/2013

Summer Commitment Fee:

We are happy to have a large number of families who utilize our center because we offer the option to disenroll for the summer and return in the fall.

We require a weekly commitment fee from each family choosing to disenroll for the summer. The weekly fee will be equal to two days of care for each child you wish to hold a spot for. This includes families holding an infant room spot for a baby who will begin in the fall. Since the two day rate will be required to hold your child's spot, you will be able to have your child/children here two days a week. We will do our best to accommodate which days will work best for your summer schedule but it will be based on availability. Families who need to keep their children enrolled because of work or school obligations will have priority for part time spaces that are available.

****If you are holding a spot for more than one child, the second or third child discount would apply.****

Daily Rates:

Please refer to the current year rate schedule in the back of this packet.