



Learning Loft Financial Policy

September 1, 2025

Learning Loft Daycare Packages

Age Placement

Tuition

Full Time Rate	Infants – 6 weeks to 18 Months	\$400
Full Time Rate	Toddlers- 19 Months to 35 Months	\$380
Full Time Rate	Preschooler 36 Months to 48 Months	\$ 350
Full Time Rate	School-aged K-12 years Full Week (Spring/Winter Break)	\$ 250
Part Time Rate (3-5 days)	School-aged K-12 years Before and After School	\$ 200
Part Time Rate (1-2 days)	School-aged K-12 years Before and After School	\$100
Part Time Rate (1-2 days)	School-aged K-12 years Before only. (OR) School-aged K-12 years After only.	\$50
Family Discount	Any family with more than 1 full time child	\$50 discount

District 15 - Before and After School

Before & After children who are here full-time for winter and spring breaks will pay the full week rate of \$250.00 which is due the week prior.

Care can also be provided for children on School Holidays at an additional \$85.00 per day for a “drop-in” rate. Reservations and Payment for extra days are required up front before a spot can be reserved.

Note 3 or more days will be considered a full time rate

Non-Refundable Registration Fees: \$150.00 per child for the year and will be charged the week before January 1st.

Registration Fees: \$150.00 per child- All registration fees are non-refundable. This applies to all programs.

Camp Registration Fees: will be determined prior to the camp program. The non-refundable deposit must be paid in full a maximum of 30 days before the first day the child attends the program.



Any credits issued to the account must be used as tuition. A Standard Discount of \$50 applies for families with more than 1 siblings attending full day care 5 days per week. This does not apply to before and aftercare as that is not considered full time care.

Security Deposit Required: To secure your child's enrollment into our program, a security deposit equal to one week's tuition is required at the time of registration. This deposit will be held on file and may be applied toward your child's final week, provided that a two-week notice of withdrawal is given in accordance with our termination policy. This is separate from the registration fee. If a two-week notice is not given, then the security deposit is forfeited.

Security Deposit = 1 week of care (may be used on the last week with the center)

It is the parent/guardian's responsibility to ensure that full fees as charged by The Learning Loft Daycare are paid in full and on time each week or month regardless of any subsidy, grant and/or funding being applied for and/or availed of from any source.

Full fees without any subsidy, grant or funding deduction are payable to The Learning Loft whilst any application for a subsidy, grant or funding is being processed and during any time these no longer apply and/or are withdrawn.

Hours of Operation: 6:30A.M. to 6:00P.M.



Tuition Late Payment Charges:

Tuition is due on the first day of your child's scheduled attendance and then each week must be paid in full Friday before 6:00 PM. There will be a late fee of \$50.00 added to all accounts not paid by 6:00 PM, Friday, which will be added to your account balance. You will always be paying for the upcoming week, as tuition is paid a week in advance. This includes any extra care should this be availed of for all children (both day care children and after-school children).

Failure to Pay Tuition: If tuition is not paid in full within one week of the due date, the following actions may be taken.

1. Dismissal from the Program – The child will be dismissed from the program, and their spot will no longer be held.
2. Forfeiture of Security Deposit – The security deposit (equal to one week's tuition) will be forfeited and applied toward the outstanding balance.
3. Collections Process – All unpaid balances remaining 15 days after dismissal will be turned over to a licensed collections agency for recovery. Additional fees and legal costs may apply.

We understand that financial challenges can arise. If you are experiencing difficulties, please contact our office prior to the payment deadline to discuss possible arrangements

There is no refund for illness, holidays or closure of the service due to unforeseen circumstances. There is no exception to this policy. The center will close if it is deemed by Management to be unsafe to open, i.e. extreme staff shortages or severe weather conditions. Full fees will be payable.

Holiday Closings: New Year's Day, Good Friday, Memorial Day, July 4th Labor Day, Thanksgiving Day and Day After, and Christmas Day. We will have a sign-up sheet for Christmas Eve and New Year's Eve to allow staff time off. We will close at 11:00 A.M. these days. You need to be signed-up to come. If there are not enough sign-ups then we will close the center. (Full tuition applies these days)

PAYMENT

Families may keep submitting payment via credit card and check (we ask that you list the days being paid for in the memo field along with the child's name). We no longer accept cash as payment. We apologize for any inconvenience this may cause.



Returned Checks Fees:

There is a \$65.00 bank charge for every returned check.

Our bank automatically deposits NSF Checks; you will be notified by our office if a check has been re-deposited and will owe the bank charges. After two returned checks you will have to pay by credit card. All uncollected NSF checks are turned over for collection.

Termination Notice:

Termination Notice: A minimum of two weeks written notice is required in the event of termination of services. Failure to provide the required notice will result in the forfeiture of the security deposit. Vacation credit may not be used during the two week notice period. The policy is in place to ensure adequate time for transition and to maintain fairness and consistency in our operations.

Vacation Policy: Full-time children will be eligible for one week vacation after attending daycare for 52 consecutive weeks (one full year). Those children who attend 9 months are not eligible for vacation and must pay for every week for the 9 months.

Late Pick Up Policy-

There is a late fee of \$15.00 for the first 5 minutes after 6:00P.M. and then an additional \$5.00 for every 5 minutes thereafter. Late fee must be paid in cash upon the release of your child. That day. Habitual tardiness after 6:00P.M. may result in disenrollment of your child and the loss of your security deposit.



Failure to Pick Up Policy If no authorized adult has arrived to pick up the child within one hour after closing (by 7:00 PM), and all attempts to contact the parent/guardian and emergency contacts have been unsuccessful, the center is legally obligated to notify the local police and/or child protective services.

The child may then be released to the custody of appropriate authorities to ensure their safety.

All communication attempts (phone calls, voicemails, texts and e-mails) will be thoroughly documented, including time stamps and responses, if any.

This documentation will become part of the child's file and may be reviewed in the event of repeated late pickups or failure to follow the center's policies.

Learning Loft Staff will not hold the child responsible in the situation, and any discussion of this issue will be with the parent or emergency contact person only.

We urge all families to ensure that emergency contact information remains current and accurate at all times. It is your responsibility to notify the center immediately of any changes.

Emergency Contacts:

We must be able to always reach a contact person. Therefore, it is essential that all emergency contracts be kept current. Please notify us if you are running later prior to 6:00 P.M.

At The Learning Loft, the safety and well-being of every child is our highest priority. The well-being of the child will be protected until a parent, emergency contract, or outside authorities arrive to take custody of and responsibility for the child's welfare. To ensure this policy is followed and we provide a secure environment, we have established the following policy regarding emergency contacts and unscheduled late pickups:

Emergency Contact Procedures:

Children must be picked up by 6:00 PM. In the event a parent or guardian does not arrive by closing time and no prior arrangements have been made, the center will initiate contact with the individuals listed on the child's Emergency Contact Form. Staff will make multiple documented attempts to reach the primary parent/guardian and all emergency contacts provided. Parents are responsible for keeping the students Emergency Contact Form current.



Learning Loft Staff will not hold the child responsible in the situation, and any discussion of this issue will be with the parent or emergency contact person only.

Learning Loft Staff will never divulge personal information concerning a child or parent to anyone except the Department of Children and Family Services, or Police Authorities.

In regards to the above financial policy, clarification of the terms and conditions of this policy rest solely with the management of Learning Loft.

I have read and agreed to the Financial Policy established by Learning Loft, which includes the late pickup Policy.

Signature of Parent Legal Guardian

Date

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