

# TUITION POLICY Updated JANUARY 6<sup>th</sup> 2025



## PAYMENT OF TUITION

Tuition is due on Monday of each week for that week's attendance. You must pay in advance to be eligible for the Pre-Pay Tuition Rates, if not paid by the end of the day Monday regular Tuition Rates will be charged. Should tuition become one week delinquent, the child must be withdrawn until the center balance is paid in full, after two weeks delinquent care may be terminated. **Please set up your ProCare account to have tuition automatically withdrawn/ACH or pay by credit/debit card. Credit/Debit card payments will have a 3% transaction fee added ACH will have no additional fees.** If you have a varied schedule, those schedules need to be handed in one week in advance, and tuition will be charged according to the given schedule, if no schedule is given five days will be charged.

## REGISTRATION FEE

There is an annual registration fee of \$150.00 per child. This also pertains to new enrollments as well as any return enrollment who has previously withdrawn. Infant deposit is registration fee and first week's tuition. All registration fees and Infant deposits are non-refundable.

## RETURNED CHECK POLICY

There will be a \$25.00 service charge on any returned/declined payment.

## HOLIDAYS/ILLNESS/SNOW DAYS/VACATION POLICY

- 1) We will be closed on New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve (only if it falls on a weekday) and Christmas Day. If a Federal Holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday. On New Year's Eve our centers will close at 4:00 p.m. There will be no reduction in tuition for these holidays.
- 2) If you request a vacation week or if your child is absent Monday through Friday in the same week, the tuition is reduced to half rate. This is not to exceed two weeks per year. A vacation request form should be completed and given to the director as soon as you are aware that your child will not be attending for that week.
- 3) Children who miss a scheduled day due to illness or vacation may not attend on an unscheduled day. There is no reduction in tuition for vacation or illness days unless you are gone for one full week as described above.
- 4) Our snow day policy is as follows: if Rochester Public Schools close early, Kids Come 1<sup>st</sup> will close at 4:00 p.m., if the Rochester Public Schools close for the entire day before opening, Kids Come 1<sup>st</sup> will be open 8 a.m. to 4 p.m.

## CHARGES FOR LATE PICK-UP

There will be a \$25.00 late fee **per family** charged after closing time and will increase \$25.00 every 15 minutes. Any late payment will be due upon arrival for pick up. All late fees must be paid before your child can return to care. Kids Come 1<sup>st</sup> may terminate care for families with three or more late pickups.

## WITHDRAWAL REQUIREMENTS

We require two weeks' paid notice upon withdrawal. Please give a completed tuition change form to the director.

I have read the above tuition policy statement, late pick up policy, and the parent information packet \_\_\_\_\_ and agree to abide by these regulations. Initial

The current tuition rates for the program I have enrolled my child in are as follows:

Number of Days \_\_\_\_\_ Rate Per Week \_\_\_\_\_

I understand the above rates are subject to change as conditions may require, but I will receive at least two weeks' notice of any change in tuition rate.

Parent Signature \_\_\_\_\_ Social Security Number \_\_\_\_\_

Enrollment starting date \_\_\_\_\_

**Please keep a copy of your contract for reference.**