



## 2019 Financial Policies & Contract

**Tax Statements:** Tax statements will be available for pick-up in the office Jan. 14-31.

**Payments:** Families may pay monthly, with advance check or enroll in weekly or bi-weekly ACH withdrawals. Payments that are not received in advance (by end of day Mondays) will be charged a \$25 late payment fee.

**Family Discounts:** A discount is provided to families with multiple full-time children enrolled in our Infant through 4K wrap around program. No School Age discount is available.

**NSF:** Payments made with non-sufficient funds will be charged \$50 fee.

**Vouchers:** Families enrolled in the Infant through 4's program will receive vouchers redeemable for free days of care. Voucher's value are determined by child's age and elected program; vouchers are prorated by start date and expire December 31.

**Annual Registration:** A \$75 annual fee is billed February 1<sup>st</sup> and due March 1<sup>st</sup>. Families that newly enrolled in fall (beginning September or after) will have their annual fee waived.

**Holidays:** The center will be closed for the following legal holidays. No credit is given; these are paid holidays for our staff.

**New Year's Day: Jan. 1, 2019**

**Memorial Day: May 27, 2019**

**Independence Day: Jul. 4, 2019**

**Labor Day: Sept. 2, 2019**

**Thanksgiving Day: Nov. 28, 2019**

**Christmas Day: Dec. 25, 2019**

**Teacher In-service Days:** The center will be closed the first Friday in August & December.

**Friday, August 2, 2019**

**Friday, December 6, 2019**

**Attendance:** Guardians are responsible for escorting their child into & out of their classroom. If your child will not be attending, call in within 1 hour of normal expected arrival or we will call you.

**Change of Schedule:** Changes to schedules must be made 2 weeks in advance. A Change of Schedule Form is to be completed and turned into the office.

**Late Pick-ups:** The center is licensed from 6am-6pm. Any drop-off before or pick up after 6 will result in a \$25 fee. At 6:15pm, the Hartford Police will be notified if there has been no contact from the family. \$25 per 30 minutes will be charged after 6:15pm.

**FMLA Leave (Holding Fee):** When a child is temporarily on leave for situations covered under FMLA, a weekly rate of 25% of the normal tuition will be required to hold the spot. The spot is reserved for a minimum of 4 consecutive weeks and a maximum of 12 consecutive weeks.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Family Last Name-Printed

\_\_\_\_\_  
Date

**PLEASE RETURN TO THE OFFICE**

(If you would like us to make you a copy, we can when you turn it in)