



## 2022 Financial Policies & Contract

**Tax Statements:** Tax Statements are available on MyProcure. If you prefer a printed statement please email the main office.

**Payments:** Families may pay with check or credit, 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. **We are no longer accepting cash.**

**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 a \$50 fee.

**Vouchers:** Families enrolled in the Infant through 4K program will receive vouchers redeemable for free days of care. Voucher values are determined by the child's age and elected program. Vouchers are prorated by start date and expire December 31. Current 4K students' vouchers expire August 31. Please see the parent handbook for more information.

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

**Holidays:** The center will be closed for the following holidays. No credit is given; these are paid holidays for our staff. You may use vouchers if you wish.

**Memorial Day: May 30, 2022**

**Thanksgiving Day: Nov. 24, 2022**

**Independence Day: Jul. 4, 2022**

**Christmas Day: Dec. 26, 2022**

**Labor Day: Sept. 5, 2022**

**New Year's Day: Jan. 2, 2023**

**Teacher In-service Days:** The center will be closed on Presidents Day and Columbus Day. No credit is given; these are paid workdays for our staff.

**Monday, February 21, 2022**

**Monday, October 10, 2022**

**Attendance:** Guardians are responsible for escorting their child into & out of their classroom. If your child will not be attending, please call within 1 hour of typical arrival. We will call you or message you in Daily Connect if we have not heard from you regarding attendance for the day .

**Change of Schedule:** Changes to schedules that affect billing must be made 2 weeks in advance.

**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**

(Please request a copy if desired upon return of this form for your records)