



2025 Financial Policies & Contract

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

Tuition Rates: Tuition rates are continuously evaluated and will change based on the needs of the center.

Payments: Families may pay with credit card (there is a 5% surcharge on each transaction), on their own in MyProcure, or enroll in weekly or bi-weekly ACH withdrawals. Debit card transactions are no longer accepted. For families that pay through MyProcure, an ACH withdrawal account or credit card must be on file and will be used to pull funds if necessary due to non-payment. If families do not make a payment within two weeks time, they will need to meet with the administrative staff to set up a payment plan. If the plan isn't followed up on the next week, the family will be dismissed. Administration reserves the right to adjust the payment plan as needed.

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.

Annual Registration: A \$125 annual fee is billed February 1st. 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.

Good Friday: April 18, 2025

Memorial Day: May 26, 2025

Independence Day: July 4, 2025

Labor Day: September 1, 2025

Thanksgiving: Nov. 27 & 28, 2025

Christmas: December 24th, 2025 – December 26th, 2025

New Year's: December 31st, 2025 – January 2nd, 2026

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 17, 2025

Monday, October 13, 2025

An annual calendar representing closure dates is included for your reference

Attendance: Guardians are responsible for escorting their child into & out of their classroom. If your child will not be attending, please call or email 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.

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 29. Vouchers may be used for tuition credit for center closings, child's absence, or holidays.

Change of Schedule: Changes to schedules must be made 2 weeks in advance with written notice to the office. Approval of temporary schedule change is subject to staffing and will be communicated within 1 week of submission.

Suspensions: If a child has been suspended from the center, tuition will not be reimbursed for the days the child is out on suspension. If a child has been expelled from the center, no credit will be issued for the remainder of the week. The Sycamore Tree retains the right to suspend or expel any child/ren that is felt may pose a danger to themselves or others at the center, including staff. In addition, The Sycamore Tree retains the right to deny care to any family whom it is felt that a member of the family may pose a danger to others at the center, including staff. This will be at the discretion of the Administrator and/or Director.

Late Pick-ups: The center is licensed from 6am-6pm. Any drop-off before 6:00am or pick up after 6:00pm will result in a \$25 fee per child. 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.

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.)

SYCAMORE TREE CHILD CARE CENTER

310 N. Wilson Ave

Hartford, WI 53027

262 – 673 - 0161

sycamoretreechildcare@gmail.com