Little Angels Early Learning Center

Payment Policies:

**Preschool Tuition:** Preschool and expanded preschool families are expected to pay the preschool/expanded preschool monthly tuition as a flat monthly charge (regardless of no school days, holiday, or snow days); this has been our policy since we opened in 1998.

* **Late Fees:** If your child is dropped off earlier or picked up after your child’s preschool or expanded preschool class start and end times, you will be charged our late fee $5/5 minutes (we will not round up, if you are 7 minutes late you will be charged $7 etc.)
* **Late Payment Fees:** Your monthly payment is due on the first day of each month (regardless of holiday, or weekend). If we have not received it by the 7th you will be charged a late payment fee.
* **Preschool and Childcare:** Families needing child are that also attend our preschool or expanded preschool programs, you will not be charged childcare hours for the hours you child is in the preschool program (as you are paying a monthly tuition for preschool/expanded preschool services).
  + If you need childcare hours on no school days that we are open, we will charge additional childcare fees for those additional hours that your child attended childcare.

**4K Tuition:** Funding for the 4K program is provided by the school district, therefore families are not charged for this program.

* **Late Fees:** If your child is dropped off earlier or picked up after your child’s 4K class start and end times, you will be charged our late fee $5/5 minutes (we will not round up, if you are 7 minutes late you will be charged $7 etc.). Please note if your child arrives early or is picked up late due to OSD bussing you will not be charged.
* **4K and Childcare**: Families needing child care and your child also attends a 4Kclass will not be charged for the time they are attending REGULARLY scheduled 4K class.
  + If you need child care for 10 hours a day on a normal 4K attendance day, you will only be charged for 7 hours of child care as the Oregon School District pays us for the time your child attend 4K. (This includes Mon-Thurs and the one 4K attendance Friday per month.)
  + If your child needs care for 10 hours on a non-school day and our center is open, you will be charged for10 hours. You need to let us know that your child will be attending child care on days when there is no 4K.

**Childcare Families:** We operate on a set schedule, meaning you will set your schedule for the hours and days of week that you need care on a regular basis. This will guarantee your child will receive care during this time each week.

* You will be charged the same weekly fee even when the center is closed, this includes our planned holidays-time off and unplanned snow/cold emergency days.
* If your child is absent (including no school days when our center is open), you will either be charged the full price for the day (based on your “set schedule”) or you will have to use a “vacation day”
  + **VACATION:** Families will receive 1 week of sick/vacation time per year. This is based on your “normal” schedule of care. If you child attends care 5 full days a week, then you will receive 5 full days a year to use as “vacation or sick time”. If your child attends 3 full days per week, then you will receive 3 full days per year to use. If you your child attends 2 half days, then you will receive 2 half days per year. Ask the directors if you have questions.
    - These must be used as days; we will not be dividing vacation days into hours.
* If your child arrives later or leaves earlier than their set schedule, you will still be charged according to your set schedule.
* If your child is dropped off earlier or picked up after your set scheduled time, you will be charged our late fee $5/5 minutes (we will not round up, if you are 7 minutes late you will be charged $7 etc.
* If you need to adjust your “set schedule” to a new “set schedule” you can do so with a written 30 day notice, subject to child/teacher ratio limits set by Wisconsin Childcare Licensing Department
* If you need extra child care, but not on a normal basis, let us know your needs with a **ONE** week notice, subject to our classroom child/teacher ratio limits set by Wisconsin Childcare Licensing Department, if we approve the time, you will be charged for in addition to your normal fees.
* Payments: Your payments are due on your last day of care for the coming week, any late fees are due with your next payment

**ALL PROGRAMS:**

**NSF:** We will not charge a fee if your payment is returned to us, but we will ask that that payment be made in cash. If we receive 2 or more payments returned as NSF, you will be required to make the reminder of your payments in cash or money order.

**Parent Agreement:**

I have read the above policies and agree to follow them.

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_