



*Welcoming your family to our family*

## **2019 FEES AND CONTRACT**

EFFECTIVE JANUARY 7, 2019

A \$30.00 non-refundable registration fee is due upon enrollment or re-enrollment.

<b>Age of Child</b>	<b>Full-Time</b> (4 or 5 days /week)	<b>Full-Day</b> (2-3 days /week)
<b>6 Weeks up to 2 Years</b>	\$245.00/week	\$67.00/day
<b>2 Years up to 3 Years</b>	\$225.00/week	\$60.00/day
<b>3 Years up to 5 Years</b>	\$210.00/week	\$56.00/day

**Current 4K children:** 2019 wrap-around care fees for 4K will remain the same as the 2018 fees, through the end of the AASD school-year. These children will become part of the school-aged program after the 4K program ends in early June. Parents will receive Summer Program information in spring of 2019.

### **School-aged children (Kindergarten and older) attending during the school year:**

The fee for before or after school care (up to three hours per day) is \$10.00 per hour. The Full-Time or Full-Day rates are the same as the 3-5 year old rates listed above.

### **THE FOLLOWING REGULATIONS GOVERN PAYMENT OF FEES:**

1. Fees are based on the number of hours requested in each family's contract. Fees are due and payable in advance on the child's first contracted day each week. If a child is absent due to illness, payment of fees is expected on the child's first day back in attendance. FCC does not accept payment with credit or debit cards. Cash payments must be made directly to the administrative staff or the bookkeeper.
2. When a child is absent for any reason, except earned free vacation, parents are responsible for the full fee as stated on the contract. FCC's costs remain fixed even when a child is not in attendance. If payment of fees is delinquent for two weeks, child care may be discontinued until payment is received. If personal circumstances prevent payment of fees, a parent must contact the Administrative Director to make a written payment arrangement.
3. If a parent needs to temporarily change their child's contracted time, they must submit a completed and signed yellow request form to the office. Permanent changes of contract require a two-week written notice.

4. Any family receiving subsidized child care through a county program is responsible for notifying the Administrative Director of any changes in their payments. The parent's portion of the child care fee is due on the child's first contracted day of each week.
5. A two-week written notice to the Administrative Director is required for withdrawal from the Center. A holding fee of \$200 is required to guarantee a place on the roster for any child who is temporarily withdrawn from FCC for any reason, including but not limited to, maternity or medical leave, parent's seasonal work, or during the summer months.

Additional fees:

- A fee of \$5.00 is charged if a child attends FCC more than ten hours in one day.
- A \$5.00 family fee is assessed for each occurrence that a parent varies the hours of their child's contract by fifteen minutes either before or after their contract without notifying the administrative staff.
- After 5:45 PM, a fee of \$10 per child is assessed for the final fifteen minutes the Center is open. An additional fee of \$10 per child is assessed for each five minutes a child remains at FCC after 6 PM.
- A fee of \$10.00 is charged to any client whose check is returned NSF one time. If the check is returned a second time, a \$20 fee is assessed.

*A complete copy of the Center's policies, including the Fee and Refund policy, is available upon request. There is also a copy by the computer in the main hallway of the Center.*