

BEFORE & AFTER CARE PROGRAM

2022-2031 Fees and Payment Policies

Fees:

Fees must be paid in advance on a monthly basis. Invoices will be sent the first week of every month via email. **Payment is due by the last day of each month. Before Care and After Care fees are based on a full time monthly rate. No discount for days not attended. No part time fee is offered.** Fees must be paid via Parent Portal. There is no partial payment for partial use of services. If unable to use either option, please contact the Before and After School Director.

Deductions or refunds will not be given for days or weeks that a student may be absent from school. There is no charge for school holidays. Refer to the Before and After Care Program Payment Information on the website for fees showing the monthly fee schedule. Past due balance must be paid before registration application will be accepted. Monthly fee must be paid before using the next month services. No exceptions.

Registration Fee- Non-refundable

A non-refundable \$35.00 per student registration fee is due for all program participants before starting. Registration fees accompany the registration packet. Credit and/or Debit Cards can be used as forms of payment in Parent Portal.

Registration will be considered complete **ONLY** when the online Registration Form is complete including two **EMERGENCY CONTACTS** and receipt of the \$35 registration fee per student that has been paid 24 hours prior to the starting date. Families with previous unpaid balances will not be able to register.

Late Payment Fee:

Payments not received by the last school day of the **PAYMENT** month will accrue a \$10 Late Fee. The late fee and balance must be paid before your child/(ren) can return to the program. In the event of continuous late payments, your child will be withdrawn from the program. In the case payment cannot be made, please contact the Before and After School Director.

Cancellation Policy:

To withdraw a participant, a written cancellation form must be provided. The cancellation form can be found on the school website under "Before and After School Program Information". The cancellation form must be sent to the Director two (2) weeks in advance of the effective date.

Non-Sufficient Payments and Refunds:

A \$25.00 fee is charged for all non-sufficient funds and declined transactions. Child(ren) will not be allowed to attend the Before and After School Program unless payment has been received and corrected.

Late Pick-up:

A late fee of \$1.00 per minute per child will be charged after 6:30 PM. Consistent late pick-up will result in the withdrawal of your child from the program. This late pick-up policy applies to all camps and before and aftercare.

Sibling Discounts:

There is a sibling discount of 10% off the tuition for the first sibling (2nd child) and 15% off for the third and subsequent children from the same family. First child pays full tuition and siblings will pay the discounted price.

Emergency Care

Students not enrolled in aftercare and not picked up at regular school dismissal will be considered aftercare emergency care and will be charged a \$15 fee. There is a limit of 3 emergency care services allowed for the school year. After 3 emergency care services, your child will be automatically enrolled in aftercare which a monthly charge and registration fee will then be assessed.

Please sign to indicate that you have received and agreed to the Before and After School Fees and Payment Policies:

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____