LENA SEARS CHILD DEVELOPMENT PAYMENT POLICIES

1. Tuition payments are due on Fridays, by 6:00 pm, ***in advance*** of the week(s) services are to be rendered. For example, a weekly tuition payment received on Friday, September 4, 2009 would cover services to be rendered Monday, September 7 through Friday, September 11, 2009.

2. **Registration fees** (a non-refundable fee of $25 per student), Tuition (required minimum payment of one week) ***and*** Activity fees (total balance) are all due upon initial enrollment into the center. Once initially paid, **Activity fees** will be charged annually in accordance with the anniversary date of the child. Unpaid fees will be categorized with unpaid tuition when figuring delinquencies.

3. Parents have the option of paying weekly, bi-weekly, or monthly. However, these payments must always be made ***in advance*** of the time period services are to be rendered. Monthly payments are due on or before the 1st of each month and should correspond to the number of Fridays in that month.

4. **"Drop In" Students.** Drop In students are those students who need to use the center on a *daily rate* basis from time to time during the year. Drop In students will be handled on a case by case basis. Ideal candidates for this service will be those students who have left the center (via graduation) and are now attending public/private schools. Rates will generally be determined based on the age of the child and the last classroom to which the child would belong had they attended the center on a full time basis. For example, for the upcoming school year, the drop in rate for a child who is age 5 and has graduated from the center (as a Tenderheart), would be a daily rate of $29.20 ($146 / 5 days).

5. **Automated Tuition Deduction is available to all students that join the center!**

   Tuition Express (our automated Tuition Processing System) is now our *preferred* method of collecting and processing tuition and fee payments for **all new students**. Although it is not mandatory, enrollment is strongly encouraged. If you choose not to enroll in ***Tuition Express*** after this date, the Center reserves the right to charge a $5 "handling fee" to your account each billing cycle, as we will be forced to continue processing your payments manually.

   Tuition Express registration forms are available and can be obtained via the Center Director's office or the Executive Office located on the 4th Floor.

6. **Late Pick-up Fees** are charged **per child** and are due immediately upon the parent's late arrival. Late pick-up fees are **$20 for the first minute and $1 per minute thereafter.** Class entry will be refused to any child whose parents have not paid late pick-up fees.

7. Parents are expected to give written notice **two weeks in advance** of withdrawing their child from the center. A **$50** fee will be charged for withdrawing without proper notice.