



Early Beginnings

Child Development Center

School-Age (at JDS) - Tuition Policy

vs08/2022

Tuition is paid in advance of care provided. Payment is due by the close of business on Friday for care in the following week. (*i.e. Payment for next week is due by the close of business on Friday of this week.*) Any bulk payments must be for care in the future, not in the past. (*i.e. You can pay for the month ahead at the beginning of the that month, but you cannot pay at the end of the month for the month you have just completed.*)

Payment Policy Summary:

- Tuition is due by the end of the business day on Friday, for care in the following week.
- Tuition may be paid by the close of Monday with no additional charges as a grace day.
- At the close of business on Monday, a \$25 late fee is applied to any unpaid tuition, per week its late.
- If tuition and fees are not paid by the close of Tuesday, the student cannot attend on Wednesday or after until paid.

School year specifics:

Parents must provide at least a two-weeks written notice to dis-enroll from the school-age program or change my chosen plan, or to cancel a scheduled back-up care day/week. I understand that I am still liable for my tuition if I do not give a two-week's notice for a minimum of two weeks or however many additional weeks I have missed. Enrolled tuition is not waived due to absences. (No tuition is charged for school breaks unless you sign up for back up care. In order to attend. You must register for back-up care in advance of the given days.) Tuition costs are based on my chosen school-year program plan regardless of whether I attend all my days, mornings, or afternoons, or not. If you are late more than three times during the school year, you will have to enroll in auto draft to continue in the program.

Summer Camp specifics:

Parents must provide at least two week's written notice to cancel or change a scheduled week or my program. If tuition is not paid for a scheduled week and the child does not attend, I am still liable for the unpaid scheduled week. Pre-scheduled Student tuition is not waived for absences. Tuition costs are based on my chosen summer program plan regardless of whether I attend all my days or not.

I understand that I must provide a two-week notice to dis-enroll completely and that I am responsible for tuition during the duration of the notice for pre-scheduled weeks. All Students must abide by the stated tuition policies. A temporary leave does not qualify as a two week notice to dis-enroll permanently. If you are late more than three times during during the summer, you will have to enroll in auto draft to continue in the program. (initial)

Weekly tuition payments can be made via debit/credit card using our **ProCare Parent Portal**.

** We no longer use the square site for tuition payments, only for Registration.

- Create an account at www.myprocare.com. (if you do not already have one)
- Receive a *Welcome Email* to guide you through the setup process.

* **ProCare has an auto-draft or manual option.** * Money orders and checks are also accepted.