

**BEFORE & AFTER SCHOOL DAY CARE PROGRAM
FINANCIAL GUIDELINES**

1. The hourly charge is \$4.00. We will bill you in 15 minute time periods (in our favor). There is no cost for the afternoon snack.
2. At the first of each month, you will receive a Calendar Statement indicating the daily attendance of your child, any applicable late fees, etc. This monthly charge is payable the day the statement is issued (see #3). **KEEP THIS CALENDAR STATEMENT AS YOUR RECORD FOR TAX PURPOSES.**
3. On the 15th day of each month, if this fee is not paid, your account shall be subject to a delinquent payment charge of \$25.00 on the 16th of each month. This grace period allows parents to pay this fee (without penalty) even if their child was not in school on the day the calendar statement was put in the mailbox.
4. If Day Care payments are one month in arrears, your child will be withdrawn from our Before & After School Program and this unpaid balance will be immediately due and payable.
5. Our After School Program closes at **6:00 P.M. SHARP**. A \$10.00 fee will be charged for each FIVE MINUTES that you are late in picking up your child after 6:00 P.M. (this charge is incurred at 6:01 P.M.) per child.
6. If you are late picking up your child from the classroom, we will send your child to the After School Program and you will be charged the appropriate fee.
7. If an emergency arises and you need us to send your child to the Day Care, please telephone us so we can explain to your child or you may talk with your child. You will be charged the appropriate fee.
8. Our calendar statement meets the optimum requirements of the IRS in proving your child care claim. **OUR FEDERAL ID # 37-0948299.**
 - a) Do not give this calendar back to us -- keep it. Our Sign-In and Sign-Out Policy also protects you in proving your child's use of our day care services.
 - b) ALWAYS SIGN YOUR CHILD'S FULL NAME AND YOUR FULL NAME.
 - c) Keep these calendars with your Income Tax papers.
 - d) Please be advised that we will charge you \$2.00 for each monthly calendar we retrieve and copy.