

## Kids Club Payment and Fee Instructions for 2018-2019

- Registration fees are **NON-REFUNDABLE**.
- You must register for a set weekly schedule. **Your schedule must be the same each week; no minimum days or sessions required.**
- You will be charged based on the schedule you provide whether your child is in attendance or not.
- If you need to add days to your set schedule you must request the day a week in advance from the Site Leader at your child's Kids Club site. We do not guarantee that space will be available for your child to add days. The tuition for added days is more expensive than a regularly scheduled day. **The fee for any added day is due immediately upon confirmation from the Site Leader that your child can attend.** Late fees will apply if this charge is not paid when the day is added.
- There is an "open" registration period from the time registration begins through August 10<sup>th</sup>. After this date, schedule changes will not be permitted until Monday, October 1<sup>st</sup>. A Kids Club Schedule Change Form must be received in writing to process any schedule change beginning October 1<sup>st</sup>. The first two schedule changes are free of charge; additional schedule changes will be assessed a \$25.00 fee.
- Fees will not be adjusted due to absence, illness, or vacation. You will be provided a credit for days the district is closed or school is not in session.

Billing Period	Invoice Emailed	Payment Due	Late Fee Charged
9/3/18-9/28/18 Credit: 9/3, 9/4	9/7/18	9/17/18	9/18/18
10/1/18-10/26/18	10/5/18	10/15/18	10/16/18
10/29/18-11/23/18 Credit: 11/21,11/22,11/23	11/2/18	11/12/18	11/13/18
11/26/18-12/21/18	11/30/18	12/10/18	12/11/18
1/7/19-1/25/19 Credit: 1/21	1/11/19	1/21/19	1/22/19
1/28/19-2/22/19 Credit: 2/15, 2/18, 2/19	2/1/19	2/11/19	2/12/19
2/25/19-3/29/19	3/1/19	3/11/19	3/12/19
4/8/19 – 4/26/19 Credit: 4/19/19	4/12/19	4/22/19	4/23/19
4/29/19 – 5/24/19	5/3/19	5/13/19	5/14/19
5/24/19 – 6/14/19 Credit: 5/27, 6/14	5/27/19	6/3/19	6/4/19

- One (1) bill will be provided per family. Bills will be emailed on the above date.
- Kids Club may be open for curriculum, record days, and half-days. Those days will include advanced registration and payment. If your child's normally scheduled day for care falls on a half day of school, a credit will be issued for the afternoon session. Your account will be credited for days Kids Club is closed, including weather-related closings.
- **A late fee of 10% of the outstanding balance** will be charged on all overdue accounts as of the date noted above (Late Fee Charged).
- Children can be dismissed from the program if payments are over two (2) weeks late.
- **Late pick up charge: \$2.00 per minute after 6:00 p.m.**
- **Finder's fee: \$15.00** if you do not notify Kids Club in advance that your child will not be in attendance and your child does not arrive at the program as scheduled. There is a 24 hour voicemail at each Kids Club location. Please leave a message.
- Online payment can be made by registering at [www.myprocare.com](http://www.myprocare.com). Please contact the ECC office with questions. Payment can be made by check at the Kids Club site or Early Childhood Center office payable to: SLCE.
- Payment can be made by cash at the Early Childhood Center office **ONLY**. Office hours are 8:30 – 3:30 Monday through Friday when school is in session.
- Unpaid accounts will be referred to a collection agency.