

Kids Club Payment and Fee Instructions for 2021-2022

- 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, in writing, 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 you register until **Friday, August 13th**. After this date, there will be no schedule changes permitted until **Monday, September 20th**. **A Kids Club Schedule Change form must be received to process any schedule changes and withdraws from the program.** Beginning September 20th, the first two schedule changes are free of charge. Additional schedule changes will be assessed a \$25.00 fee per change.
- Fees will not be adjusted due to absences, illness, or vacation. You will be provided a credit for days the district is closed or school is not in session.

Payment can be made online using the ENROLLSY portal at **app.enrollsy.com/r/b9FpknLcM**

Tuition will be posted to accounts every Monday.

Payments are due the 15th of every month, but payments can be made at any time prior to the due date.

Families who have chosen **Auto – Pay**: any account balance will be charged to the credit card on file on **the 15th of every month.**

- Kids Club may be open for curriculum, record days, and half days. Those days will require advance registration and payment. If your child is normally scheduled for care on a half day of school, you are billed for the morning session only, and will receive a credit for the afternoon. You will not be charged for days Kids Club is closed including weather-related closings.
- **A late fee of 10% of the outstanding balance** will be charged on all past due accounts.
- 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.
- All outstanding balances will be referred to a collection agency.