

# BEFORE & AFTER CARE PROGRAM

## 2018-2019 Fees and Payment Policies

Office Use Only:	
Received by:	_____
Date:	_____
<input type="checkbox"/>	Entered in EZCare
<input type="checkbox"/>	Registration fee payment received

**School Name:** \_\_\_\_\_

### Fees:

Fees must be paid in advance on a weekly basis. Invoices will be sent every week via email. **Payment is due on Mondays. Fee Schedules are available on the school's website.** Fees must be paid via EZ Care through Click-to-Pay or through the EZ-EFT Automatic Bank/Credit Draft Program. There is no partial payment for partial use of services. If unable to use either option, please contact the Before and After School Director for In-Person payment.

### Registration Fee- Non-refundable

A \$35.00 per student registration is due for all program participants before starting. Registration fees accompany the registration packet. Checks, Credit and/or Debit Cards can be used as forms of payments. A "Payment Method Authorization Form" can be completed to authorize automatic payment for registration and future payments.

Registration will be considered complete **ONLY** when the online Registration Form is completed including two **EMERGENCY CONTACTS** and receipt of the \$35 registration fee per student that has been paid 24 hours prior to the starting date. Paper Registration forms are available at the school site from the Before and After School Director. Families with previous unpaid balances will not be able to register.

### Late Payment Fee:

Payments not received by the third school day of the **PAYMENT** week will accrue a \$10 Late Fee. If payment is not received by the fifth school day of the week, the child(ren) will be withdrawn from the program. In the event of continuous late payments, your child will be withdrawn from the program. In the case payment cannot be made, please contact the Before and After School Director ahead of time.

### Cancellation Policy:

To withdraw a participant, a written cancellation form must be provided. The cancellation form can be found on the school website under "Before and After School Program Information". The cancellation form must be sent to the Director two (2) weeks in advance of the effective date.

### Non-Sufficient Payments and Refunds:

A \$25.00 fee is charged for all non-sufficient funds and declined transactions. Child(ren) will not be allowed to attend the Before and After School Program unless payment has been received and corrected. Refunds are issued upon student's withdrawal if excess payment has been made.

### Late Pick-up:

A late fee of \$10.00 per child will be charged after 6:30 PM. Consistent late pick-up will result in the withdrawal of your child from the program.

### Sibling Discounts:

There is a sibling discount of 10% off the tuition for the first sibling and 15% off for the third and subsequent children from the same family. First child pays full tuition and siblings will pay the discounted price.

Please sign to indicate that you have received and agreed to the Before and After School Fees and Payment Policies:

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_