

FINANCIAL POLICIES

It is the policy of New Day Children's Center, Inc. that:

- A registration fee of \$40.00 per family is required at the time of registration. This fee is not refundable unless New Day does not have room for your child. This is a one-time charge that will not be repeated if the child leaves and is re-enrolled within one year from the last day of attendance.
- The first and last week's fees for day care must be paid in advance. The last week's fees are retained by New Day as a security deposit and are applied to your last week of care when the child is dis-enrolled.
- Fees must be paid in advance by Friday of the week before care is given. Bills are not given out unless payment is overdue. If you have a problem with payment, you must contact the office immediately to make temporary arrangements for payment. If payments are not current and no arrangements in place, care for your child will be terminated and your balance due will be turned over to our attorney for collection. All costs and expenses for collection become your responsibility and are a part of your indebtedness.
- Fees are due whether your child attends or not. Because we are required to remain within our budget constraints, we must ask for payment in full during your family vacations, sick days, holidays, and snow days, with the exceptions noted. Fees are subject to change during the year, and you will receive 30 days' notice.
- There will be no charge for the week we are closed for the Christmas break, or the week we are closed preceding Labor Day.

Holidays: New Day is closed for the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday following, and Christmas Day. You will be charged your regular fees for these days. In the event a holiday should fall on the weekend, we will close either Friday or Monday for our paid holiday. Also if Christmas Day or New Year's Day falls within the week we close for the Christmas break, it is an unpaid holiday and you are not required to pay for that day. Each year you will only be paying for either Christmas or New Year's, but not both.

- New Day is also closed each year on Martin Luther King Jr. Day, the last Thursday and Friday in June, and Columbus Day. These are paid days for our staff to come in and clean in their classrooms, attend staff development meetings or in-service training.
- Unpaid Closures: New Day will also be closed during the following periods each year. The last week of summer before Labor Day, and the week we close for Christmas break.
- If a child is away for a period of time, his/her place will be reserved only if tuition is paid. Otherwise, the child must be dis-enrolled, and he/she may be re-enrolled later, if there is space.
- Children who are enrolled part-time may attend extra time when space is available and with the permission of the office staff. Extra time must be paid for at the end of the week in which it occurred.
- There will be an extra charge of \$15.00 for any late pick-up between 5:01 PM - 5:15 PM. After 5:15 PM the charge will be \$25.00. This fee will be automatically added to your bill.
- There will be a charge of \$20.00 for returned checks. Constant offenders will be asked to pay in cash.

- Child care subsidies are also available through the local Department of Social Services for families that qualify according to their income.

Two weeks advance notice of termination must be given to one of the office staff by the responsible adult. Otherwise, two week's fees will be due after the child leaves.

Family Discount:

Full time (5 days/wk)

\$35 discount for 2nd child

\$75 discount for 2nd & 3rd child

Part time (less than 5 full days/wk)

\$20 discount for 2nd child

\$38 discount for 2nd & 3rd child

Military families may ask about the Military Assistance Program.

Commitment Fee/Fall Enrollment

We understand many parents dis-enroll their children during the summer months. Effective June 28th 2021, the commitment fee to hold a spot for your child(ren) for the fall will change from 2 days to the actual fee that correlates to the spot that you are holding. For example, if you plan to enroll your child 3 days, your weekly commitment fee will be that of 3 days.

****If you are holding a spot for more than one child, the second or third child discount would apply****

Daily Rates: Please refer to the current year rate schedule in the back of this packet.