



## **SBCC 2018-2019: Payment Schedule and Policies**

### **Payment Schedules and Policies**

***No matter the frequency of payment, all payments are due BEFORE child attends SBCC.***

#### **Frequency**

There are three payment choices for **Preschool**:

1. **Annually.** One payment of the entire tuition due by August 1<sup>st</sup>; 15% discount for families paying in full. This discounted rate may not be combined with any other eligible discounts. **MUST BE PAID USING PAPER CHECK, ELECTRONIC CHECK OR CASH.**
2. **Monthly.** Equal payments due by the first of the month.
3. **Bi-Monthly.** Equal payments due by the first and fifteenth of the month.

***Full September-May tuition is due no matter the chosen frequency, holiday schedule or inclement weather days.***

#### **Late / Insufficient Payments**

In the event that payment is 2 weeks overdue, the following actions will be taken:

1. The Director will send a notice to the family informing them that payment is overdue, and a \$15.00 late fee will be assessed to the balance.
2. If necessary, the family may set up a payment schedule in coordination with the Director.
3. If no payment is received or no payment schedule is set up with the Director within 5 business days from the date of the initial notice, the Director will send a second notice requesting that the family meet with SBCC administration.
4. If the family does not meet with the administration, the Director will send a third notice informing them that their child will no longer be enrolled in SBCC. The remaining balance and fees will continue to be billed until reconciled.

#### **General**

Post-dated checks will not be accepted under any circumstances.

If a check is returned for insufficient funds or an online payment is declined, a fee of \$30.00 will be charged.

In the event of an emergency in a child's family, adjusted tuition payments will be considered.

A late charge of \$15.00 for each 15 minutes (or any part thereof) will be charged for tardiness in picking up my child/children at the end of any SBCC program. This is PER CHILD, not per family.

*The Director has the authority to handle any family contract on a case-by-case basis including schedule of attendance, payment, discounts, tuition rates and fees.*

## Miscellaneous Fees

Registration, Book/Material and Activity Fees are nonrefundable and not eligible for discounts or prorate.

Returning families pay Registration in the spring of the current year to save their child's place for upcoming programs.

All school year Book/Materials Fees are due by July 1<sup>st</sup>.

Any request for records (Registration Forms, Attendance Records, etc.) may be charged \$15 plus shipping and handling.

Tuition will be prorated for families enrolling mid-month or after.

**Discounts** *TUITION DISCOUNT APPLICATION must be completed and approved before applied to account.*

**Eligible discounts may not be combined.** *Please see application for more details.*

**MILITARY:** Copy of child's dependent card for individual paying tuition required for 10% discount.

**SIBLINGS:** Households with more than one child actively enrolled in SBCC programs are eligible for 10% discount.

**CHURCH MEMBERS:** Fully functioning members of Summerbrook are eligible for 10% discount.

**CLERGY:** Individuals with full time ministerial positions are eligible for 10% discount.

**FULL PAYMENT:** Families who pay for the school year in full (by August 1<sup>st</sup>) receive a 15% discount on tuition.

**Payment must be paid using paper check, electronic check or cash. Summer programs are not eligible for full payment discounts.**

## Attendance

### Absences

Absences due to illness will not be excused from payment. For all other absences, please read our VACATION POLICY below. Extenuating circumstances will be handled on a case by case basis.

### Preschool Vacation Policy

Families may choose one week of regular attendance during the school year. We request that you notify the administration **in writing** at least two weeks in advance that you will be taking vacation time. The week must run from Monday-Friday to be eligible for prorate. Otherwise, tuition is due no matter the absence.

## Withdrawal Notification

Parents officially withdraw their child by giving the Director a notice **in writing**, designating a last day of attendance. Parents will need to give at least two weeks advanced notice. If you can give more time than that, it is appreciated! When SBCC does not receive notice, we will continue to bill until we have received one in writing including the last day of attendance.

**Ways to Pay** *All families may make an appointment with our Financial Administrator or Director as needed.*

### IN PERSON

**Preschool** parents may pay in person by check or cash during business hours. *Classroom teachers do NOT handle money; please see administration for financial needs.*

**ONLINE** [www.summerbrookchildcare.com](http://www.summerbrookchildcare.com) > Make a Payment

# Summerbrook ChildCARE

## Fall/Spring 2018-2019 Payment Agreement Form

**CHILD ENROLLED** \_\_\_\_\_

*A separate form must be filled out for each child enrolled in our program. Thank you!*

I request to make tuition payments: *(please indicate for the child named above)*

### **PRESCHOOL**

\_\_\_ **Bi-Monthly:** 1<sup>st</sup> and 15<sup>th</sup> of the month    \_\_\_ **Monthly:** 1<sup>st</sup> of the month

\_\_\_ **Annually** by August 1<sup>st</sup>

*Payments in full must be rendered by cash, paper or electronic check.*

*A 3% surcharge will be billed for all credit card payments.*

I, \_\_\_\_\_, have read the payment guidelines in **SBCC 2018-2019:**  
Please Print Full Name

**Payment Schedule and Policies** and will abide by them.

I acknowledge that if a check is returned for insufficient funds or an online payment is declined, a fee of \$30.00 will be charged. If my balance is not paid, my child(ren) may not be able to return.

I understand that my Registration and Books / Materials fees are nonrefundable.

I also understand and agree that a late charge of \$15.00 for each 15 minutes (or any part thereof) for tardiness will be required to be paid when picking up my child/children.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Legal Guardian