

U.S. KIDS CHILD DEVELOPMENT CENTER

FINANCIAL POLICIES

Enrollment

Enrollment applications are available at the Center's front office. Signed and completed applications must be returned with the required application fee. The application fee is non-refundable, regardless of whether your child is accepted into the program or is placed on a waiting list. Upon acceptance into the program, a security deposit equal to one bi-weekly tuition payment is due. Your security deposit will be returned to you on your child's last day at the center. Tuition Assistance recipients may be allowed to set up a payment plan for the security deposit if pre-arranged with the center Director. The first tuition payment is due the day your child begins at the Center.

Checks should be made payable to U.S. Kids. Payment is due year-round irrespective of absences due to vacations, illness or closings of the Center due to federal holidays, inclement weather or the like.

In the event of a change of address, home or work phone number, you should notify the Center without delay.

D.C. licensing requirements require completion of our pre-enrollment paperwork (packet) prior to the first time your child attends the Center. No child can be admitted to the Center without being pre-enrolled. Therefore, you will need to complete a pre-enrollment package containing a general information/release form, developmental history, a health certificate, acknowledgment of the Center's policies, emergency medical form (which must be notarized), and an authorization form for your child to be photographed, taken on field trips and to be included in the annual directory. The health form must be completed by a physician and must certify that your child has received a current physical examination and all age-appropriate immunizations. You are responsible for updating all information contained in the pre-enrollment package. The health certificate must be updated annually, and immunization records must be updated, as immunizations are required. Photographs of parents and other individuals authorized to pick up a child must be submitted with the pre-enrollment forms.

Withdrawal Policy

Parents must provide written notice two tuition cycles in advance of the date that their child will be withdrawn from the Center. A list of the tuition cycle dates can be provided by Center management/administration. Your security deposit will be returned to you in the form of a US Kids business check on your child's last day at the Center. If you have an outstanding balance on your account on the day of withdrawal, the amount will be deducted from the security deposit. If you have a credit on your account, the amount will be added to your security deposit refund check. If you fail to give at least two tuition cycles of advance notice prior to withdrawing your child from the Center, you will automatically forfeit your security deposit.

Procedure and Method of Payment

Tuition is due every other Monday. When federal holidays fall on Monday, tuition will be due Tuesday. Due-dates will be posted. Tuition due on Monday is considered overdue on Tuesday and delinquent on Friday. A late charge of \$6 will be charged for each day tuition is overdue. If no payment has been made by Friday, you will be notified that enrollment will be terminated after 10 days of overdue fees.

Tuition is paid regardless of vacations, illness and holidays, for as long as your child is enrolled in the Center. Tuition may be paid by personal check, money order, or cash. The fee for a returned check is \$25 plus late fees (\$6/day) from the day it was due. Payment by money order, cashier's check or cash will be required if two checks should be returned within a one-year period. Families that have 2 children enrolled in the Center receive a 10% discount which is applied to the oldest child's tuition. Families that have 3 children in the Center receive a 15% discount which is applied to the oldest child's tuition and a 10% discount is applied to the middle child's tuition.

Change in Tuition

Lower tuition will begin to be charged the first regular biweekly tuition payment after your child transitions to another classroom. This transition to another classroom will depend on birth order within the classroom, your child's developmental readiness and program considerations.

Changes in overall tuition rates will be made by the Board on an annual basis and announced in early August for September.

Late Pick-Up Charges

If you do not leave with your child from the Center by closing time, you will incur late charges. A fee of \$1.00 per minute will be charged to your tuition account if you and your child remain in the center between 7:00 pm to 7:05 pm, according to the sign in/sign out computer clock. After 7:05 pm, the charge will be \$5.00 per minute. These fees are payable upon next tuition payment. At the time of departure, you will be required to fill out a "Late Pick-Up Form." Refusal to pay late fees and/or continued late arrival, will result in withdrawal of the child from the center. In case of an emergency that will cause you to be late, you should notify the Center as soon as possible. However, even in case of an emergency you are still required to pay late fees.