

# 2023-2024 Financial Policies & Contract

**Payments:** Parents/Guardians will pay monthly on the 1<sup>st</sup> of the month for Pre-K tuition with a one month deposit due at the time of enrollment. Part-Time, Full-Time, or Before/After Care tuition will be billed and collected on Monday of each week. Full-Time Care, Part-Time Care, Before/After Care and Pre-K must make a deposit at the time of registration in addition to the \$75.00 annual, per session, non-refundable registration fee per child. Full-Time Care must make a \$245.00 deposit. Part-Time Care must make a \$185.00 deposit. Before/After Care must make a \$95.00 deposit. Pre-K must make a \$175.00 deposit. Payments will be collected through the Jackrabbit portal in the format of automatic withdrawals.

**Annual Registration:** A \$75.00 annual, per session non-refundable fee per child is billed at the time of registration.

**Full Term Contract:** Enrollment in our Day Care program (Full-Time, Part-Time and Before/After Care) is a binding contract and financial commitment from August 28, 2023 through May 31, 2024. Enrollment in our Pre-K program is a binding contract and financial commitment from September 6, 2023 through May 29, 2024. Our summer care program begins June 3, 2024 and requires a new contract and registration fee. If you terminate your child's enrollment, an advance 30-day notice is required in writing, plus you will forfeit your deposit. You will be responsible for paying the full tuition rate during the 30-day notice whether your child attends or not. If you fail to notify the Dream Center in writing of a change in your child(ren)'s enrollment, fees will continue as usual until the written 30-day notice is received.

**NSF:** Payments made with non-sufficient funds will be charged a \$35 fee.

**Holidays:** The Dream Center will be closed for all legal holidays and dates listed on the school calendar which has been provided. *No credit is given; these are paid holidays for our staff. You are still billed for this time. Please refer to school calendar for Christmas Break, Spring Break, Conference Days, and other days off. Tuition is still billed during holiday breaks and/or no school dates even if your child does not attend.*

**Teacher In-service Days:** See Calendar

**Attendance:** If your child will be absent, parents/guardians are responsible to call in within 15 minutes of normal expected arrival. If we do not receive notification within 15 minutes, we will attempt to contact the parents/guardian.

**Late Pick-ups:** The Dream Center is licensed from 6:00 AM to 6:00 PM. Any drop-off before 6:00 AM or pick up after 6:00 PM will result in a fee. At 6:30 PM, the Hartford Police will be notified if there has been no contact from the family or guardians. \$30.00 per 30-minute increments will be charged before 6:00 AM after 6:00 PM.

**FMLA Leave (Holding Fee):** When a child is temporarily on leave for situations covered under FMLA, a weekly rate of 50% of the normal tuition will be required to hold the spot. The spot is reserved for a minimum of 4 consecutive weeks and a maximum of 12 consecutive weeks.

_____ Parent Signature	_____ Name-Printed	____/____/____ Date
_____ Dream Center Signature	_____ Dream Center Printed Name	____/____/____ Date