

St. Norbert Children's Center
Tuition and Payment Policy

Please read and sign this policy and return it to the Children's Center.

- "Contracting a space": All families must declare which schedule of care they wish to use. Billing will be based on this selection. Any change in this election needs to be made in writing to the Center Director at least two weeks prior to the change. All changes will be based on availability. A change back to the original schedule may not be possible.
- Tuition is billed monthly and is on a pre-pay basis for 4/5-week cycles. In other words, tuition will be charged one month in advance of when care is provided. The Bursar's Office prepares and sends the invoices for payment. Payment is required by the DATE DUE noted on the invoice. Any payment not made by this date is considered PAST DUE.
- PAST DUE ACCOUNTS: If payment is not received in the Bursar's Office by DATE DUE, a **\$25.00 Late Pay Fee** will be added to your account. If this does occur, you will receive a letter from the Billing Department stating that services will be discontinued if the bill is not paid in full.
- LATE PICK-UP FEE: Charges of \$1.00 per minute will be assessed to parents who leave their child (ren) beyond their regular scheduled pickup time or after closing. This applies to all types of care, full time, part-time, hourly, and Pre-K. These fees will be added to your monthly statement. If tardiness continues care can be discontinued.
- VACATION/SICK DAYS: Vacation/sick credits have already been figured into the price of tuition each year. Additional vacation credits will not be given.
- CHILDCARE REGISTRATION FEE: An annual \$50.00 per child registration fee will be charged. This fee is due each September and will be included on your September bill.
- PRESCHOOL REGISTRATION FEE/DEPOSIT: A \$50.00 registration fee and a \$200.00 refundable deposit will be charged at the time of Preschool enrollment. The \$200.00 deposit will be credited to your final billing statement at the end of the academic year. **Failure to complete the academic school year (Sept-May) will result in the forfeiture of this \$200.00 deposit.**
- HOLIDAYS: The days that the Center is closed for holidays are still considered days of attendance and tuition remains the same. The exception to this policy is if the Children's Center is closed for one full week during Christmas. If this is the case no charges will be assessed for this week. SNC employees will not be charged for Spring break if their child is not in attendance.

I, _____ have read and understand the tuition and payment policies as stated above. I agree to abide by these policies. I further understand that my account will be sent to collections should there be an unpaid balance during or after my child's enrollment.

Father's signature

Mother's signature

Date