

Harvest Time Child Development Center

Financial Policies

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN BELOW:

1. All daycare accounts are to be paid weekly in **advance** of services provided. If you are paid every 2 weeks or monthly we will gladly allow you to make payments accordingly. However, you must still pay in advance as stated.
2. Payment is expected by Friday for the upcoming week, however, a grace period is extended until 6 p.m. on Monday.
3. On Tuesday **morning** a **\$25.00** Late Fee will be added to accounts with a balance due.
4. No accounts will be allowed to be **more** than 1 week in arrears. If payment of balance due and accumulated late fees are not paid by **FRIDAY** following the delinquency, your child may not return for child care until the delinquent amount **and** the next week's daycare fee is paid.
5. A \$30.00 fee will be charged for all returned checks. This fee must be paid with your next week's daycare fee.
6. Since we agree to hold a place for your child in our daycare, we cannot discount your weekly rate even if you do not bring your child in. I.e., you must pay the weekly rate even if your child only comes into our daycare 3 or 4 days of the week. The only exception to this rule will be during the weeks that our summer camp is held for ages 5-12.
7. Your child may accumulate up to 10 days of sick/vacation time during a 12 month period at the rate of 1 day per month. The accounting period of this benefit is August 1st until July 31st of the following year. **Your child must be with us for 6 months to qualify for this credit.** No advance credit may be given. **No credit will be given unless your account is current.** **Vacation time does not apply to our summer camp program.**
8. Sick/vacation time is **non-accumulating** from year to year. Unused days cannot carry over from one year to the next.
9. Upon withdrawal of your child from our daycare, any unused portion of that week's tuition will not be refunded. Any paid tuition beyond the immediate week will be refunded.

I UNDERSTAND THE FOREGOING RULES AND AGREE TO ABIDE BY THEM:

Date Father/Guardian Mother/Guardian

This form must be signed by both parents/guardians (as applicable) and returned to the office with your other pertinent registration materials.