

HADDONFIELD CHILD CARE

GENERAL TUITION POLICY

Upon enrollment, one parent/guardian must be designated and sign as the financially responsible party. All bills and other correspondence will be addressed to that individual. **This person must authorize all schedule changes.** In the case of a letter indicating final removal of a child from the program, a copy will be sent to both parents in a joint custodial situation if requested upon enrollment.

Tuition is a yearly figure, which is divided into equal monthly installments for ease of payment. A deposit equal to one month's tuition is required at the time of enrollment.

Tuition is paid in advance and is due on the **first** of each month. A grace period is given up to the seventh of the month. However, after the first occurrence, a **Late Fee of \$15.00** will be assessed on all payments received in the HCC Office after the **seventh** of the month.

Tuition should be paid by mail, to "HCC, P.O. 107, Haddonfield, NJ 08033", or in person at the HCC Office. Under no circumstances may HCC program staff accept tuition. HCC is not responsible for lateness or loss of any payments due to mail delays, errors by a third party payor, or payments left in school offices or any locations other than those indicated above.

No refunds or credits will be given for absences, vacations, snow days, or other school closings. Scheduled half days which fall on a child's regular days of attendance are included in the tuition; however, attendance on additional half days will be charged at per diem rates.

Notice of a reduction in schedule must be received in writing in the HCC Office at least two weeks prior to the first day of the month in which the change will take effect. Failure to give such notice will result in a **Processing Fee of \$50**, which will be automatically deducted from the security deposit.

Once a child begins attending, withdrawals or changes to per diem status must be received in writing in the HCC Office thirty days prior to the first day of the month in which the withdrawal will take effect. **Withdrawals after the month has begun will mean obligation for the full current month's tuition, plus an Administrative Fee of \$100 or a full month's tuition (whichever is less).**

Once a care schedule has been designated for a month, full tuition is obligated for that month. No credits or refunds will be given for mid-month withdrawals or enrollment reductions, or for schedule changes made with insufficient notice. **Because it is imperative that we have the appropriate staff to child ratios, we are unable to grant requests to switch or trade days.**

Parents/guardians whose work requires shifting schedules may apply for a designation as a "variable schedule". Approval is at the discretion of the Executive Director, and will be subject to specific guidelines and restrictions. Variable schedule families who repeatedly fail to provide HCC with their updated schedules in a timely manner may lose the designation at the discretion of the Executive Director.

A five percent discount is offered for those who pre-pay tuition for a five month period, either: 1) security plus September to December, or 2) January to May. The same discount applies to a lump sum payment for the year.

All refunds for reductions in pre-paid tuition will be paid at the end of that semester.

(over)

Tuition checks returned by the bank after the fifteenth of the month will not be re-deposited. The payment must be re-issued to HCC in person, by cash, certified check, or money order. Any charges incurred by HCC for returned checks will be added to the balance due. If a second check is returned by the bank, all future payments must be made in cash, or by certified check or money order.

IMPORTANT - Please note:

Should any balance remain unpaid on the last day of the month, the child will not be admitted to the program on the following day, or until the tuition obligations have been met in full by cash, or a certified check or money order payable to Haddonfield Child Care.

HCC reserves the right to exclude a child from the program if payments are repeatedly received more than 30 days late.

An unpaid balance remaining at the time of withdrawal or the end of the school year, will result in refusal of future admission of that child or other children in the immediate family until all financial obligations have been met.

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