



# PROCEDURES & RATES

KIDS CAN COMMUNITY CENTER

## PAYMENT POLICIES (KIDS CAN COMMUNITY CENTER ONLY)

**Payments:** All programs are pre-paid. Payment must be received no later than **Monday** of each week. Any account that is not paid by Friday of that week will result in immediate disruption of childcare. Payments may be made in cash, check or credit card via online. Other arrangements must be approved by Kids Can's Finance Manager

**Deposit & Program Fees:** A deposit is required for enrollment, ensuring your child's reservation in the program. This deposit acts as the final week's payment. If your childcare ends with a positive balance, the remainder will be refunded. A schedule of program fees are listed below for Childcare, Preschool and Out-of-School programs. Daily and weekly rates are available for all programs with the exception of Toddlers.

**Late Fees & Returned Checks:** If payment is not received by Monday, a \$5 late fee will be applied to each outstanding day unless prior arrangements have been made with the Finance Manager. All returned checks will be billed a \$20 fee.

**Attendance Policy:** Please let staff know the day(s) your child will be attending the program at least 24-hours in advance to guarantee your place in the day's program and transportation to & from school. If we are able to accommodate your child on same-day drop-in basis, you will be billed an additional \$10 to the daily fee to ensure last-minute staffing, supplies, food and transportation.

## CHECK IN/OUT PROCEDURES (KIDS CAN COMMUNITY CENTER ONLY)

**Check In/Out Policy:** All parents/guardians must use their unique code to enter the building and check children in/out of the ProCare system. Children are **not** allowed to use codes for building entry or check-in at any time. All pick up and drop offs should be made using the west entrance. Please ensure staff are verbally notified when releasing your child into their care. Only authorized individuals with codes are allowed to pick up your child. If there is an emergency that where a non-listed individual must pick up your child, you will need to call the office to authorize release and individuals must be prepared to show valid identification before they are allowed to remove the child from the premises.

**After School Pick Up:** For any child not needing transportation for after-school pick up, parents/guardians must notify the office by 2:00 PM. Failure to do so may result in loss of future transportation privileges.

**Late Pick Up or No Show:** If a parent/guardian does not show up by close time, attempts will be made to call home and emergency contacts. After 6:00 PM, Kids Can will charge you for staff supervision at a rate of \$5.00 every five minutes. If after 30-minutes we have been unable to make contact, our next action is to contact police to release the child from our care.

## PROGRAM FEES & RATES – (KIDS CAN COMMUNITY CENTER ONLY)

OUT-OF-SCHOOL PROGRAMS 2017/18	DEPOSIT	WEEKLY RATE	DAILY RATE
Before School (elementary age)	\$ 66	\$ 33	\$ 6.60
After School (elementary (age)	\$ 66	\$ 33	\$ 6.60
Full Day/School Breaks (elementary age)	\$ 230	\$160	\$ 33.00
*Additional Same-day Drop-In Fee (for any attended day without 24-hour notice)			\$ 10.00
CHILDCARE & PRESCHOOL	DEPOSIT	WEEKLY RATE	DAILY RATE
Toddler (ages 18-months to 3-years)	\$ 400	\$ 200	N/A
Childcare/Preschool (ages 3-5 years)			
FULL-DAY: over 6 hours	\$ 370	\$185	\$ 37
HALF-DAY: 4 to 6 hours	\$ 190	\$ 95	\$ 19
QUARTER-DAY: under 4 hours	\$ 130	\$ 65	\$ 13
OTHER FEES	RATES		
Annual registration Fee	\$25 for individual child or \$40 for family		
Additional Same-day Drop-In Fee (for any attended day without 24-hour notice)	\$10 per day		

## PARENT/GUARDIAN ACCEPTANCE OF POLICIES

My signature below indicates I have read the above policies and procedures and agree to follow them accordingly. I understand that my child will not be allowed to return to the program if any of the above policies are not observed.

Signature of Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_