

## The Village Common Children's Center Payment Policy

(Revised and Approved by the VCCC Administration and the Board of Directors January, 2022)

As a private child care center, Village Common Children's Center is funded entirely from the fees paid by the parents and guardians of the children who attend our program. Therefore, it is imperative that families make their payment of tuition on time which allows us to provide the quality program your children deserve.

- Tuition is set yearly by the VCCC Administration and the VCCC Board of Directors (prior to signing contracts, which is your Registration Form)
- See attached Fee Schedule (which is subject to change without notice)
- Please make checks payable to: Village Common Children's Center or VCCC

*Please note that VCCC does not have the ability to accept Credit or Debit Cards at this time.*

**\*Registration fee** is due at the time that your child's enrollment application is submitted. This is a *non-refundable fee* to cover the processing of the application.

**One-Week Tuition Deposit** is required at time of registration to secure your child's placement. This deposit is then credited as your payment for the last week of the formal school year. Should parent choose to withdraw their registration for any reason, or VCCC is forced to close for any reason, this deposit is then non-applicable and non-refundable.

**Weekly Payments** are due by the Friday of each week, in advance of the services being rendered. Families are always welcomed to pay bi-weekly or monthly, as long as it is PRIOR to the services being rendered. Payments should be placed into the white mailbox located on the right-hand side wall above the cubbies in the Preschool/PreK hallway.

**Termination:** If a family decides to leave VCCC at any time during the school year, their deposit is then forfeited.

**Payment during Absence:** If a child does not attend due to illness, vacation, or other absence (on a regularly scheduled day), parents are still responsible for paying tuition. The program does not allow families to swap or trade days, therefore, if your child attends a different day than they are scheduled, this will be seen as extra time and will be charged to the tuition account as such.

**Center Closings:** If the Center is closed due to holiday, inclement weather, or any other closings beyond the Center's control, tuition is still charged according to scheduled enrollment rate. Tuition is only waived when the Center is closed for the Holiday Break (week between Christmas and New Years) and Work Week (week in August).

**\*Delinquent payments:** You will have until the Monday following the Friday due date to submit tuition payments. At the end of day on Monday, any account that has not been paid will receive a \$25 late fee added to the delinquent tuition. ***If you are not current in your payment by the end of the week of non-payment then we will not be able to offer care to your child until payment is made in full.*** If your child is removed for non-payment there is no assurance that his/her space at VCCC will be available after that date.\*

**\*Returned Check Fee:** Fee of \$35 will be charged to your account.\*

**\*Late Pick-Up:** Every effort needs to be made to pick-up your child at the agreed time. If a situation arises, please inform VCCC as soon as possible. A late fee of \$25 will be assessed for every 15 minutes a parent is late to cover additional payroll costs.\*

***\*Current Fee Schedule is included in your Registration packet***

**(This policy is subject to change without notice)**