

SECTION THREE---FEE POLICIES AND PROCEDURES

Revised 2/2021

Registration Fees

- Initial Registration -There is a \$50 registration fee per child or maximum of \$100 per family, which shall be paid upon acceptance of enrollment with our center. This fee is non-refundable.
- Reservation Hold Fee - Children who will start care at some point in the future can reserve their spot with a \$200 fee, initial registration fee is waived upon start of care.
- Summer School Age - Each summer school age Summer Day Camp participants will be charged an annual \$25 registration fee. Included in that fee will be a Community Care field trip shirt and water bottle. This fee will be charged at the beginning of each Summer Day Camp season.
- Annual Registration Fee - An annual fee of \$25 per child enrolled will be collected each September. The annual fee is waived for families registering after June 1.

Reservation Hold Fee

For parents expecting the birth of a child, or parents who will start care at a later date in the future, you may hold a spot with a non-refundable fee of \$200. Your start date may be flexible within 30 days from your initial request to start date. Any changes from that will be charged a \$50 a week holding fee until starting.

Holding Fee for Extended Absences

A holding fee of \$50 a week will be assessed on all child care enrollments for any child who will not be using care for more than two weeks. For example: a parent who takes the summer off from care, maternity/paternity leave or vacations longer than two weeks.

You may hold your spot for care up to three months at a cost of \$50 per week. After such time the minimum attendance requirement will be in place or your spot will be terminated. This fee would be waived if Community Care does NOT have a spot available for enrollment. Once a spot is available the fee will be applied.

Key Card/Key Fob Fee

Community Care uses a key card/key fob system to gain entry to the facility. Each family will be issued one key card/key fob free of charge. Additional key card/key fobs can be purchased for \$12 each.

Weekly Schedules

Child care schedules are due at the center by 6 p.m. every Thursday for care the following week. You may submit a schedule in the following ways: call the center at 885-9472, electronic app. message, e-mail the center at office@communitycarebeaverdam.net, or complete a schedule form in the entry by the schedule box.

A fee of \$10 will be applied to your child care account for schedules submitted past 6 p.m. Thursday. It is imperative to the operation of the center to receive schedules on time. This way we can properly plan our staffing to meet your child care needs.

Minimum Attendance Guidelines

Children age 6 weeks through 23 months will be accepted on a 3, 4, or 5 set days per week contract. Each child 2 years through 5 years of age will be required to attend a minimum of 3 half days per week. Children not attending the minimum 3 half days per week will be charged the equivalent. Summer Day Camp children have a 3 day per week required minimum attendance or will be charged the equivalent.

Exceptions to the minimum attendance guidelines could be considered on a space available basis. Priority will be given to families who meet the guidelines.

Community Care will not charge fees for legal holidays or other PLANNED closures of the facility. The legal holidays Community Care recognizes are as follows: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the Friday after, and Christmas Day. For example, a PLANNED closure of the facility with advance notice to parents might include Christmas Eve if there is not enough interest in care that day.

Default of Enrollment

Following enrollment, if we do not receive a schedule from you for two weeks, your child care spot will be considered open and may be given to another family.

Changes in Schedules

Please call the center to inform us of unplanned changes to your schedule. We are obligated by state licensing to call parents if children do not arrive at their scheduled times; therefore, informing us of your schedule change will be greatly appreciated.

There may be times due to staffing arrangements that changes to schedules cannot be accepted. We will accept changes in schedules on a space available basis. Please be sure to check with the Administrative Assistant or Administrator regarding changes to your schedule.

Field Trips

Field trips are an important extension of our program. It is an opportunity for new learning experiences. We welcome parents to join us on field trips. Your daily child care rate will still apply; however, as a chaperone, Community Care will pay any admission fees for you to attend.

If your child is not signed up to attend the field trip, you will need to make other child care arrangements as there will not be adequate staff at the center to care for extra children.

Any fees associated with field trips will be added to your child care account. A field trip permission slip will be posted on your parent board with any costs explained and activities outlined prior to the trip.

Late Child Pick-Up Fee

Community Care closes promptly at 6 p.m. Parents who do not pick their children up by 6 p.m. will be charged \$5 for every 5 minutes past 6 p.m. This fee will be charged to your child care account.

Payment of Fees

Statements will be generated weekly based on the schedule parents provide. If a schedule is not provided by 6 p.m. Thursday, the most current schedule will be used and parents will be charged accordingly. Statements will be sent via email. If other arrangements are needed, please arrange with the office.

The following payment choices are available:

- Monthly My Wi Child Care EBT card payments
- ACH withdrawal from checking or savings account, weekly or bi-weekly
- Cash or check payments deposited in the payment box, weekly or bi-weekly

If accounts are not paid in full by your chosen payment time frame, a schedule will not be taken. Once your account is paid in full, services may resume at the next weekly scheduling opportunity. If your account remains past due for two weeks, your spot will be considered open and may be given to another family.

Non-Sufficient Funds (NSF) Return Fee

If your check or direct withdrawal is returned unpaid due to non-sufficient funds, you authorize us to add a \$25 Return Fee to your child care account.

United Way Funding

Community Care is a United Way agency. We receive funds to assist families in times of crisis like sudden illness of a parent or job loss of a parent. Other crises include non-custodial parent abandonment or home loss. Please contact the Administrator if you are experiencing any of these issues. We can provide short-term financial assistance to families who are experiencing any of these crises.

My WI Child Care EBT Card

Community Care accepts funding from the State of Wisconsin's My Wi Child Care EBT Card. Parents must prove eligibility prior to enrolling in the center. Parents who use this program may have additional charges not covered by the program. It is each parent's responsibility to

apply for this funding with the county agency where they reside and renew, as necessary. The My Wi Child Care EBT Card program does not fund registration fees, field trip fees, or other penalty fees.

Summary of Fees

The following is a list of non-tuition related fees charged by this center:

- **Registration Fee:** a one-time \$50 fee charged upon enrollment.
- **Late Schedule Fee:** a \$10 fee will apply for schedules submitted past the 6 p.m. Thursday scheduling deadline.
- **Late Pick-Up Fee:** this fee is charged when parents arrive to pick up their children past the 6 p.m. closing time—\$5 for every 5 minutes past 6 p.m.
- **Reservation Hold Fee:** a \$200 fee is charged to hold a spot for care at some point in the future. Any changes from the planned start date will be charged a \$50 a week holding fee. Initial registration fee is waived upon start of care.
- **Extended Absence Hold Fee:** Families can hold their spot if they will be gone longer than 2 weeks at a rate of \$50 per week.
- **Key Card/Key Fob Fee:** \$12 for each additional card/fob requested after first free issued card/fob
- **Field Trip Fee:** field trip permission slips will be posted for parents in ample time of any field trip, and costs for each trip will be clearly communicated.
- **Non-Sufficient Funds Return Fee:** a \$25 fee will be added to your child care account if your check or direct withdrawal is returned unpaid.

