

SECTION THREE---FEE POLICIES AND PROCEDURES

Revised 12/2024

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. 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 weekly holding fee, as described below, will be assessed to current childcare enrollments for any child who will not be using care for more than 2 consecutive weeks.

Weekly holding fees are as follows:

1. Infants 6 weeks -23 months: \$100 per week
2. Two-year-olds: \$75 per week
3. Three years and older: \$50 per week

Circumstances for an extended hold fee include but are not limited to: Maternity/Paternity Leave, Seasonal (job layoffs, educator summers off), or health situations (ie hospitalizations or longer illnesses). If two-week notice is not given, you will be charged the equivalent of that notice.

You may hold a spot for up to 12 weeks at the fee described above. If the family desires the spot to be held longer, the minimum attendance charge for the age will be applied.

Estimated return date must be communicated upon request of extended absence.

Extended leave of absence is limited to one per year.

Changes to the policy can be made for extenuating circumstances and are at the discretion of the administrator/director.

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

Childcare schedules are due at the center by 5:30 p.m. every Wednesday 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 childcare account for schedules submitted past 5:30 p.m. Wednesday. 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

All children will be accepted on a 3, 4, or 5 set days per week contract. Children not attending the minimum 3 days per week will be charged the equivalent. Exception is granted to children attending hourly before and/or after school.

If your childcare needs change, please contact the office to inquire about availability.

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 Year's 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 childcare spot will be considered open and may be given to another family.

Discounted Childcare for Beaver Dam Unified School District Employees

As a part of our partnership with BDUSD, a 25% discount on childcare will be extended to district employees. Please be sure to let the office know your status with the district so we can share this benefit with you. Only one discount per family will be honored. For example, second child discount OR BDUSD discount should be chosen, not both.

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 childcare 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 childcare 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 5:30 p.m. Parents who do not pick their children up by 5:30 p.m. will be charged \$5 for every 5 minutes past 5:30 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 5:30 p.m. Wednesday, 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
 - This service is through our local banking institution and is free of charge for families to use
- Cash or check payments deposited in the payment box, weekly or bi-weekly
- Brightwheel, our school app, has billing features like auto pay and credit card processing. You may choose these payment options, however there are fees associated with these that are posted on the site when used. Typically (2 to 3% of your bill is charged as a fee)

****You may use Brightwheel's auto payment features or our internal auto withdraw feature but NOT both. ****

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.

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 5:30 p.m. Wednesday scheduling deadline.
- **Late Pick-Up Fee:** this fee is charged when parents arrive to pick up their children past the 5:30 p.m. closing time—\$5 for every 5 minutes past 5:30 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. Infants: \$100 per week, Twos: \$75 per week and all other ages \$50 per week up to 12 weeks.
- **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 childcare account if your check or direct withdrawal is returned unpaid