**First Step Learning Centre**

Operational Policies of Payments

INFANTS (6 WEEKS – 12 MONTHS) = $275.00

TODDLERS (12 – 23 MONTHS) = $250.00

TWOS = $230.00

THREES = $225.00

PRE - K = $225.00

\*ENROLLMENT FEE (NON-REFUNDABLE) = $225.00

\*SUPPLY FEE (QUARTERLY) = $130.00

Effective September 5, 2023

TUITION PAYMENTS - Tuition is DUE every Monday. Tuesday is a grace day. On Wednesday morning, there will be a $25.00 Late Payment assessed to your account. Brightwheel App - Effective 09/01/22 Credit card processing fee is 2.95%. ACH fee is $0.6% (with a minimum fee of $0.25 to maximum of $2 per transaction.)

RETURN CHECK FEE- If your check is returned for insufficient funds or Closed Account there will be a $35.00 Returned Check Fee assessed to your account. There will also be a $25.00 Late Payment Fee.

LATE PICKUP FEE- The Daycare’s hours of operation are from 6:30 A.M. to 6:30 P.M. Monday through Friday, year round. Any child enrolled who has NOT been picked up by 6:30pm will be charged a LATE pickup fee. Fees will automatically be drafted from your account that day. The late pick up fees are:

1. $20.00 for 1-15 minutes, per child.
2. $1.00 per minute after the first 15 minutes, per child

NOTE: Tardy pickups exceeding 2 occurrences in a month – may result in termination of services.

NOTICE TO WITHDRAW: The Daycare’s policy for notice to withdraw is two weeks in advance. You are responsible for your tuition for those two weeks. This notice must be given in writing.

BAD WEATHER/ABSENT/HOLIDAYS: ***We follow DISD for inclement weather and school closures.*****Our closure policy is communicated in your parent handbook as well as the parent information board. If you are unsure of a closure time, please check our Instagram/Facebook or your Brightwheel App for updates*.*** There will be no discounts or refunds for tuition for bad weather days.

Tuition is the same whether you attend one or five days per week. All enrollments at First Step Learning Centre are FULL TIME care only.

VACATION POLICY: We allow our families two weeks of vacation time per year at a fifty percent discount. Your child CAN NOT attend during that week in order to receive discount. We must have one week notification before we will discount these weeks. We follow the calendar year of January – December.

SICK POLICY: If your child has a fever of 100.4 degrees or higher – they must be fever free for 24 hours, WITHOUT use of fever reducing medication, before returning back to daycare. If you are out for COVID, you are still responsible for your tuition.

**Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***My signature verifies that I have read and received a copy of this operational policies of payments.***

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 ***Signature Date***