

Friendship Children's Center Payment/Tuition policies

Registration Fee

There is a one-time registration fee of \$15.00 per family. MCDSS does not pay this fee. It is the parent's responsibility to pay it at the time of registration.

Payments

Payments are due on Monday of the week, for that week. **Example:** For the week of Monday June 8th through Friday June 12th, payment is due on June 8th. See tuition rates on up-dated rate sheet.

Scholarships

Scholarships are available for financially struggling families who do not qualify for Monroe County funding.

Invoices and Receipts

You will receive an invoice each Monday. If you have any questions concerning this, please see an administrator in the office. **You will always receive a receipt when paying by cash, check, money order or credit card.**

Special Note: Late payments cause a concern for everyone. Payment is due each week for the week ahead. Excessive failure to pay will result in discharge from our program. Balances left after discharge will go to small claims court. County clients can lose their eligibility for subsidy for failure to make timely payments. If you have a problem concerning your payment, please see the director.

Late Pick-Up Fees

Children need to be picked up before 5:30 PM, which is our closing time.

Late fees are as follows:

5:30 - 5:45 \$10.00 **6:01 - 6:15 \$40.00**

5:46 - 6:00 \$25.00 **6:16 - 6:30 \$50.00**

UPK late fee is \$10 for 1 hr. before or after free program

Every effort is made to reach you or someone on your emergency list. **At 6:30 the Department of Child Protective Services will be notified or the Police Department.**

Return Check Charge

There is a **\$12.00 fee** for any checks returned due to insufficient funds.

Collection Costs

Any and all delinquent collection costs are the responsibility of the parents/legal guardians.

For parents subsidized through MCDSS

- If you owe a parent fee, there will be no reduction of that weekly fee for any reason.
- Make sure that you follow your Notice of Decision from MCDSS.
- We expect your child to be here every day based on the parameters of the NOD.
- If absences become excessive, we will charge families a private pay daily rate for those absences

For parents paying private tuition

If Friendship Children’s Center is closed, parents are not responsible for payment of that day. Your rate will be based on FCC’s rate sheet.

Vacation fee

Private pay families are entitled to 2 week’s vacation per year at the weekly holding fee of \$20 a week. The vacation must be taken from Monday –Friday.

Illness Fees

There will be NO reduction in fees for children who are absent for illness or any other reason.

Tax Statements

Tax statements will be **available for pick-up only**, no later than January 31st. **Tax statements will not be mailed to former clients.**

I (we) understand that either Friendship Children’s Center or the parent (s) may terminate the child’s stay by giving 2 weeks notice. If my tuition is more than 2 weeks overdue; I understand that FCC may discharge my child from the program without prior notice. In the event that I (we) terminate our child’s enrollment, I (we) agree to pay for the remaining period of attendance at the time of giving such notice.

Date: _____

Signature of Parent (s) or Guardians _____ / _____