

Apple Tree Academy and Enrichment staff are not allowed to solicit babysitting jobs by posting information about themselves in the center; we do not circulate a list of names and phone numbers.

Full time teaching staff may provide in-home childcare as long as the family does not have a child currently enrolled in the teacher's classroom. The personal relationships that are formed when teachers baby-sit for families make it difficult for teachers to remain objective. Real or perceived favoritism can become a problem along with the differing roles of babysitter and teacher. It is hard for them to "share" the special person who comes to their home to play with and entertain them. Please do not put our full-time teachers in this difficult situation by asking them to care for a child enrolled in their classroom.

Financial Agreements and Center Liability

Make all checks payable to Apple Tree Enrichment

To meet the goals listed earlier in this handbook, it is essential that *Apple Tree Academy and Enrichment* maintain financial integrity by establishing and following sound financial principles and practices (incomplete)

Application/Re-application Fees

Families may enroll or have their child placed on the waiting list accordingly. An initial registration fee is charged at the time of application for admittance is made. When a child is withdrawn from *Apple Tree Academy and Enrichment* and the parent re-applies at a later date, another application fee is required. This process is called re-application.

Security Deposit

A deposit of one week's childcare fee is required at the time an acceptance to *Apple Tree Academy and Enrichment* is received. This deposit guarantees the child's enrollment in the center for a specific starting date. The security deposit is held throughout the child's continued enrollment at *Apple Tree Enrichment*. When a child is withdrawn from *Apple Tree Enrichment*, the security deposit is refunded within thirty (30) days after the last day of the child's enrollment IF:

- fees have been paid in full according to the family payment plan included with the fee agreement.
- additional charges incurred have been paid in full at the time billed.
- written notice of withdrawal has been given according to the designated deadlines.

Withdrawal Notice

A written notice of withdrawal is required according to the following deadlines:

- a. A written notice of withdrawal is required at least twenty-one days prior to the withdrawal date; otherwise the security deposit and any fees paid to date are forfeited.
- b. *Apple Tree Academy and Enrichment* will not accept a request to withdraw a child from the summer session after the session has begun. The person(s) signing the

summer fee agreement are responsible for full payment of all fees listed on the agreement.

- c. Should the administration of *Apple Tree Academy and Enrichment* terminate a child's enrollment due to a child's adjustment problems or parent behavior, the security deposit will be refunded if all fees have been paid in full up to the date of termination and all additional charges incurred have been paid in full

Fees

Fee Schedule

Fees are set by the Members of the Board and are based on the classroom age and the family fee level according to state subsidies based on family size and income.

Notice of Change in Fee Schedule

Families will be notified forty-five days in advance of any change in the fee schedule unless a change is necessitated by a substantial change in a major funding source or a catastrophic event.

Fee Agreements

A completed, signed fee agreement is due no later than the first day of enrollment for fall and summer sessions. A child may not attend *Apple Tree Academy and Enrichment* until a fee agreement is on file. The agreement is written according to the information provided at the time of enrollment starting date, as to payment plan, and determined fee level.

Optional Care Sessions

Optional care weeks and attendance dates need to be confirmed with your child's teacher or the director as to possibly available openings.

Changes in Enrollment during the School Year

A written request for a change in the days/times of a child's enrollment during the school year must be given at least fourteen days prior to the requested date of change. If the change can be granted, a revised fee agreement will be issued. Written withdrawal from the program must be received twenty-one days in advance.

Fee Payments

A fee schedule showing the payment amount due and the due date is provided in your family fee agreement. Please read your fee agreement carefully!

Fees may be paid by check, cash, or money order. Credit or debit cards are not accepted.

- Fees are payable in advance. Generally fees for the first half of the month are due on the first and are considered late after the fifth of the month. Fees for the second half of the month are due on the sixteenth, and are considered late after the twentieth of the month.

- However, for the months of August, December, January, and May, all fees are due in one payment. This is due to the shorter schedule for these months. All fees for August are due the first day of enrollment.
- All fees for December and May are due on the first of the month. All fees for January are due on the sixteenth of the month. Parents may pay monthly or by the semester by adding together semi-monthly payments on their fee agreement.
- Families whose childcare is partially funded by the DFS must pay the family share on or before the fifth day of the month. Parents must notify *Apple Tree Academy and Enrichment* of any changes in their DFS plans.

Late Payment Fees

Late payment fees are assessed when the scheduled payment date plus the five-day grace period do not make a payment. If a payment is still unpaid two weeks after the due date, the family may no longer use *Apple Tree Enrichment's* services. A five-day grace period will be allowed to provide the family an opportunity to secure funds for payment during which time the child may not be present at *Apple Tree Academy and Enrichment* but fees will continue to accrue. If payment has not been received by the end of the five-day grace period, your child is considered to have been withdrawn and becomes ineligible for future enrollment. As soon as fees are paid in full – but no later than the fifth day of the grace period, the child may return to *Apple Tree Enrichment*. Thereafter, the next time fees are in arrears by the payment due date, services are immediately discontinued. In extenuating circumstances, appeals may be made to the Board.

Late Payment fees are as follow:

- First time each year* - \$15.00
- Second time each year* - \$15.00
- Third time each year* - \$30.00
- Fourth time each year - \$40.00
- Fifth time each year*– discussion with the Executive Director and Finance Director regarding enrollment of the child.

*A year is September 1-August 31.

Unpaid Fees

Apple Tree Academy and Enrichment will take action to recoup unpaid fees through Small Claims Court or by a collections agency.

Returned Check Charge

There is a charge each time a check is returned for non-payment. Currently the amount is \$30.00 per incident. This charge is set by the bank and the fees associated with bank service charges. The check must be redeemed in cash or money order within five (5) days of notice of returned check. Notice is placed in your child's cubby. If a pattern of returned checks continues, the family will be notified that they may no longer use *Apple Tree Enrichments Academy's* services. The security deposit is forfeited at time of notice.

Late Pick Up Fee

There is a late pick-up charge if a child is picked up after 5:30 p.m. The amount is \$5.00 for being late and \$1.00 a minute thereafter. Please do not expect or make staff feel guilty as they ask you to sign the late fee form. They are only doing what is expected of them. Also, please don't arrive at 5:30 p.m and linger within the facility. The staff deserves respect and have other obligations after their shift ends.

Receipts for Payments

Receipts will be placed in the family message cubby.

When making payments, drop the payment off in the gray payment box in the front area. If payment is made in cash, you must give it to a staff member for a cash receipt. Later you will receive a permanent receipt.

Forms for cafeteria plan reimbursement of dependant care expenses should be turned in at the front desk or have your child's teacher sign the form. The director/teacher will review the dates and amounts of the claim, sign the form, and place it in the child's cubby. Additional receipts will not be issued unless specifically requested.

Supply/Activity Fee

There is a supply/activity fee charged per semester during the fall and spring semesters and per month during the summer program.

Emergency Closing Policy

Because *Apple Tree Academy and Enrichment* incurs salary and other fixed costs even when closed, *Apple Tree Academy and Enrichment* cannot refund fees for those rare days when *Apple Tree Academy and Enrichment* must be closed due to emergencies.

Holidays

Because *Apple Tree Academy and Enrichment* incurs salary and other fixed costs even when closed, *Apple Tree Academy and Enrichment* families are charged for holidays when *Apple Tree Academy and Enrichment* is closed. The included holidays are:

- New Year's Day,
- Memorial Day,
- Independence Day,
- Labor Day,
- Thanksgiving and the day after,
- Christmas Eve and Christmas Day

If these days fall on the weekend, they will be observed on the closest working week day.

End of Year Statements

Statements of receipts for the calendar year are available from your child's teacher after January thirty-first. If you have left *Apple Tree Enrichment*, you will need to call or come by to pick up your year-end tax receipt.