

NOTE: APPLE TREE provides this opportunity to post babysitting requests with the understanding that the program has no responsibility for the actions or behavior of any staff person when they are away from the center.

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Financial Agreements and Center Liability

Make checks payable to Apple Tree

To meet the APPLE TREE goals listed on page 4 it is essential that the Center maintains financial integrity by establishing and following sound financial principles and practices, and

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 an application for admittance is made. When a child is withdrawn from APPLE TREE and the parent applies for admittance at a later date, another application fee is required. This process is called re-application.

Security Deposit

A deposit of one week is required at the time an acceptance to APPLE TREE 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. When a child is withdrawn from APPLE TREE, the security deposit is refunded within thirty (30) days after the last day of the child's enrollment IF:

- a. Fees have been paid in full according to the family payment plan included with the fee agreement
- b. Additional charges incurred have been paid in full at the time billed
- c. 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 21 days prior to the withdrawal date; otherwise the security deposit and any fees paid to date are forfeited.

- b. During the Summer Session: APPLE TREE 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 the Center 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.

Fee Schedule

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

Notice of Change in Fee Schedule

Families will be notified 45 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.

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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 until a **fee agreement is on file**. The agreement is written according to the information provided at the time of enrollment starting date, payment plan, and at the determined Fee Level. (see 7 below).

Optional Care Sessions

Optional Care weeks – and attendance dates – need to be confirmed with your child's teacher or Director to see if openings are available.

Changes in Enrollment during the School Year

A written request for a change in the days/times of a child's enrollment must be given at least fourteen (14) 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 21 days in advance.

Fee Payments

A fee schedule showing amount due and 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 1st, and are considered late after the 5th of the month. Fees for the second half of the month are due on the 16th, and are considered late after the 20th 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 16th of the month. Parents may pay monthly or by the semester by adding together semi-monthly payments on their fee agreement.

Families whose child care is partially funded by DFS must pay the family share on or before the fifth (5th) day of the month.. Parents must notify APPLE TREE of any changes in their DFS plans.

Late Payment Fees

Late payment fees are assessed when a payment is not made by the scheduled payment date plus the five day grace period. If a payment is still unpaid two weeks after the due date, the family may no longer use APPLE TREE'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 but fees continue to accrue. If payment has not been received by the end of the five day grace period, your child is considered to have 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. 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 Members of the Company. See Grievance Procedures on page

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Late payment fees are as follows:

- 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 through August 31)

Unpaid Fees: APPLE TREE will take action to recoup unpaid fees through Small Claims Court or by a collection 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. The 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 they may no longer use APPLE TREE'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 to sign the late fee form. They are only doing what is expected of them. Also, please don't show up at 5:30 and linger around 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 just drop the payment off in the gray payment box collected in the front area. If payment is made in cash, you must give to a staff member for a cash receipt. Later you will receive a permanent receipt.

Forms for cafeteria plan reimbursement of dependent care expenses should be turned in at the front desk or have your teacher sign the data 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.

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Absence Policy

- Sick Day. Should a child have a continuous illness necessitating absence from the center for more than one week, the full daily fee is charged for the first week of illness; if the illness continues beyond one week, the daily fee will be reduced to ½ for continuing absent days after the first week. Credit will be applied to the next pay period. A physician's statement is required for the reduction.
 - **During Optional Care, no credit is given for absences for any reason if a child has signed up for that time frame.**
 - All other days. Parents pay for all other absent days during the contract period. No credit is given for family vacations, visits to grandparents, etc.
 - **Tuition Subsidy funding** will pay for a maximum of five absences per month. The parent is responsible for payment of the scholarship amount for all absences each month over five.
- DFS Funded child care. DFS determines the number of hours per month the agency will pay for each child funded by DFS. DFS will pay for absence hours up to 15% of the total monthly plan. For those months having less than a full month of care, total monthly hours are adjusted to actual days of care; i.e. August or December. **The parent is responsible for payment (at the DFS hourly rate) for any absent hours DFS does not pay.**

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 incurs salary and other fixed costs even when closed, APPLE TREE cannot refund fees for those rare days when the Center must be closed due to emergencies.

Holidays

Because APPLE TREE incurs salary and other fixed costs even when closed, APPLE TREE families are charged for holidays when the Center is closed. The included holidays are: New Years 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 31st. If you have left the center you will need to call or come by to pick up your yearend tax receipt.

Liability / Insurance Policy

The Student Accident Coverage provides enrolled students full excess medical and dental coverage for accidental injuries obtained during school sponsored activities. Coverage includes field trips and auto coverage for 15 passenger vans. ANY INJURIES ON APPLE TREE PREMISIS SHOULD BE BROUGHT TO THE ATTENTION OF THE DIRECTOR OR IMMEDIATE TEACHER FOR ASSISTANCE. All charges should be submitted to your primary medical or dental provider.

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Enrollment

Enrollment Vacancies

As vacancies occur, children are accepted from the waiting list in the following order:

- a) Children of APPLE TREE full time staff
- b) Siblings of children currently attending APPLE TREE according to the date of application.
- c) Non APPLE TREE families currently on the waiting list.

Preference is given to requests for five days a week. Requests for part time MWF/TR enrollments will be filled only if there is a corresponding enrollment for the alternate time and there is no request for full-time care. **Note:** these options are not offered in some programs. Kindergarten and After-School Fall-Spring enrollment: Five day a week enrollment required. Summer session: Preference is given to five days a week.



classrooms:

Before and After School Programs

Enrollment accepted for before and after school programs will be in the following order:

- a) Siblings of currently enrolled APPLE TREE children
- b) Others according date of application

Two Children from the Same Family

As a general policy, two children from the same family will be placed in separate classrooms if possible.

Enrollment Acceptance—Children funded by DFS

APPLE TREE will accept full day enrollments funded by DFS if the DFS plan is written for 5 hour or more a day, OR if the parent agrees to pay for the hours not included in the DFS plan. Prior approval in writing from assigned DFS case worker is required for enrollment.

Requests for Change in Enrollment