### 2017 WE CARE FINANCIAL POLICIES

**Tuition Fees:**

1. All checks should be made payable to: **WE CARE**.
2. If cash payments are made, please get a receipt IMMEDIATELY.
3. Monthly Invoices will be ***EMAILED*** on or before the first of each month.
4. Tuition Fees for all programs are billed monthly. All tuition fees are due the first full week of each month.
5. Any monthly payment not made by the 15th will be considered past due and your account will be assessed a $15.00 late fee.
6. Because of commitments by the school, ***refunds of tuition will not be made*.**
7. If a ***different payment schedule*** is required talk to the Enrollment Director or Director.
8. All children will pay appropriate Enrollment and Activity Fees.

**Tuition Credit**

1. NO CREDIT for Part-time MWF, TTH Programs or Before & After School.
2. FULL WEEK TUITION will be due each week of the year for DAYCARE (FULL TIME) children.
3. NO credit on tuition is given on days We Care is closed due to **holidays, weather conditions and staff development days.**
4. **We Care CLOSED on these HOLIDAYS in 2017:** January 2, 2017, April 14, Good Friday, Memorial Day, July 3 & 4, on August 21, We Care will close at 4:30 PM (Staff Development Day), Labor Day, Thanksgiving & Day after Thanksgiving, December 25, 26, January 1 and January 2, 2018
5. NO CREDIT on tuition is given for a child absent from school.

#### **Past Due Accounts**

Accounts with past due balances equaling more than one month’s tuition will result in their children being dropped from the program in which they are enrolled until payment of the past due amount is received.

#### **Returned Checks**

A fee of $25.00 will be charged for a returned check. Method of future payments will be at the discretion of the We Care Director.

**Vacation: DAYCARE AND SUMMERCAMP (September 1, 2016 – August 31, 2017)**

1. Each ***FULL TIME* DAYCARE CHILD** (Infant to Preschool) will receive 10 days vacation **if** the child is enrolled for a ***FULL YEAR (52 weeks).*** PreK children (DC KIDS) must be enrolled for a ***FULL YEAR (52 weeks), including the entire summer*** to receive vacation\*.
2. A child must be here 6 months before vacation can be taken. Vacation must be taken September 1 – August 31 of current school year for **FULL TIME** Daycare children.
3. **NO CREDIT** FOR UNUSED VACATION DAYS.
4. **\*SUMMER CAMP CHILDREN** - A child enrolled in the Before & After School program the previous 9 months to summer camp will have up to 5 days vacation credit (equivalent to # of days enrolled). An additional week may be taken at a 50% reduction of tuition fees (taken as a full week ONLY). Any additional week may be taken at a 25% reduction of tuition fees (taken as a full week ONLY). Children enrolled for **SUMMER CAMP ONLY** may take one week vacation (taken as a full week ONLY) at 50% reduction of tuition fees (equivalent to # of days enrolled). Any additional week may be taken at a 25% reduction of tuition fees (taken as a full week ONLY).