

Financial Policy for

The Early Learning Center of NOBTS

Due Date

All accounts should be current by the 5th of each month. Newly-enrolled families should bring their accounts current on the date of admission.

Payment Plans

Parents/Guardians can select a continuous or a one-time payment plan. Each payment arrangement must indicate a plan to resolve the entire balance within the month of services. Example: If balance cannot be paid on October 5th, then the balance can be paid up to the last business day of October.

Outstanding Balances

If a payment plan is not established or maintained, termination of services in the subsequent month could result. Any balance accrued from previous enrollment should be paid prior to re-enrollment.

Child Care Assistance Program

This is a reimbursement program. Parents are expected to pay all Early Learning Center (ELC) charges not covered through the program. All qualifying parents/guardians are required to sign a contract with the Early Learning Center. After ELC enrollment, each family is responsible for all charges until the ELC receives the CCAP-12 document. These families may be dismissed based on delinquent account status.

Fees

- Registration fee (\$135.00) per child. Payment is due by the date of admission.
- Late fee (\$1.00) per minute per child
- Nonsufficient funds fee (\$50.00)

Summer Policy Waivers

- Parents can withdraw their child during the summer with assurance of guaranteed reenrollment.
- Families will be required to sign an Attendance Adjustment form at least two weeks prior to the attendance change. Failure to provide a two-week notice may result in a financial penalty.

Foster Care

A policy is available as needed.