



Learning Loft Financial Policy
August 12th 2015

Learning Loft
 655 First Bank Dr
 Palatine, IL, 60067
 Account Information Line (847)-359-5437
 Ask For Brenda Friedman, Owner

Learning Loft Daycare Packages	Age Placement	Tuition
<p>Full Time Rate</p> <p>Full Time Family Package (2 Children) 15% Discount</p> <p>Part Time Rates (not offered to infants)</p> <p>Part Time Family Package (2 Children) 10% Discount (NO INFANTS)</p>	<p>Infants Toddlers 2 & Younger 3 Class 3 & Younger 4 Class (Potty Trained) 4 & 5 Kindergarten Camp</p> <p>Toddlers & 2 – 2 days 3 & up – 2days Toddlers & 2 – 3 days 3 & up – 3 days</p>	<p>\$260.00 \$250.00 \$235.00 \$215.00 \$215.00 \$215.00 \$205.00</p> <p>\$180.00 \$165.00 \$215.00 \$175.00</p>
<p>Before & After School Rates: \$105 <u>Minimum</u> This charge covers both before and after. Care can also be provided for the children on School holidays at an additional \$ 30.00 per day. Reservations and payment for extra days are required up front before a spot can be saved.</p> <p>Registration Fees \$85.00 (Preschool & Daycare Only) All registration fees are non-refundable. This applies to all programs: Preschool, Daycare, and Camp Programs. Camp registration fees will be determined prior to the camp program.</p> <p>Deposit Required One week's tuition This non-refundable deposit must be paid in full maximum of 30 days after the first day. Any credit must be used as tuition. Two weeks' notice must be given or deposit will be lost.</p> <p>Tuition Late Payment Charges Tuition is always due on the first day that a child begins our program, and then on every Friday before 6:00PM. There will be a late fee of \$25 added to all accounts that were not paid by 6:00PM Friday. You will always be paying for the upcoming week.</p> <p>Hours: 6:30AM – 6:00PM</p> <p>Holiday Closings: New years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day. (Full tuition applies these days)</p>		<p>Returned checks fees There is a \$25.00 bank charge for every returned check. Our bank automatically re-deposits NSF checks. You will be notified by our office if a check has been re-deposited and you owe the bank charge. After two returned checks, cash is required for payment thereafter. All uncollected NSF checks are turned over to our collection agency for collection.</p> <p>Termination notice A two weeks' notice is required for termination for care. If a two week notice is not received, the security deposit is forfeited.</p> <p>Vacation credit and Sick day credit MAY NOT be used during the 2 week notice period.</p> <p>Vacation Policy Children attending the daycare are eligible for 2 weeks vacation after attending the day care for 52 consecutive weeks (one full year). Those students who attend on a 9 month basis are not eligible and therefore must pay for every week during those 9 months.</p> <p>Sickness Policy In the event of sickness, tuition must be paid. Once a doctor's note has been received, then that day's tuition will be deducted from the following week's tuition. The maximum sick day credits for the first year will be 5 days,</p>

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Failure to Pay Policy

Failure to pay in a timely manner may result in dismissal from our program and loss of your security deposit. Any account in arrears may be assessed additional late charge fees and total payment will due immediately. All uncollected balances will be turned over to our collection agency.

Late Pickup Policy

There is a late fee charge of \$15.00 for the first 5 min after 6:00PM and then \$5.00 additional fee for every 5 min thereafter which will be assessed for pick up tardiness. Late fee must be paid upon release of the child that day. Habitual tardiness after 6:00PM **may result in the disenrollment** of your child and the loss of the security deposit.

Emergency Contacts

We **must** be able to reach you or a contact person **at all times**. Therefore, it is essential that all emergency contacts be kept current. **Please notify us if you are running late prior to 6:00PM**. If we are unable to reach someone by **7:00PM**, then the emergency procedure will be followed. We will document continuous efforts to reach a parent and every emergency contact within the hour. If in that time, we cannot contact a parent or any emergency contact, we will do the following:

1. We will notify the police.
2. We will notify the Department of Children and Family Services to verify the next steps to be taken.

Your child's safety and well being will be protected until a parent, emergency contact, or outside authorities arrive to take custody of and responsibility for the child's welfare.

Learning Loft Staff will not hold the child responsible in this situation, and any discussion of this issue will be with the parent or emergency contact person only.

Learning Loft Staff will never divulge personal information concerning a child or parent to anyone except the Department of Children and Family Services, or Police Authorities.

In regards to the above financial-policy, clarification of the terms and conditions of this policy rest solely with the management of Learning Loft.

I have read and agreed to the Financial Policy established by Learning Loft, which includes the Late Pickup Policy.

Signed _____ Date _____
(Signature of Parent or Legal Guardian)