



## Jesus' Little Lambs Child Care Rate Sheet & Billing Policies

September 2018 - August 2019

### FULL TIME (5 days per week)

Full Days (5 – 10 hours per day)		Half Days (less than 5 hours per day)
Under 2	\$224	Not Available
2-3 years old	\$214	\$129
3-5 years old	\$196	\$118

### PART TIME

(3 Day minimum required for children under age 3; 2 day minimum required for children 3 & older)

1 Full Day (5 – 10 hours per day)		1 Half Day (less than 5 hours per day)
Under 2	\$62	Not Available
2-3 years old	\$52	\$37
3-5 years old	\$48	\$35

**When and How Payments should be made:** Billing is done each Thursday for the upcoming week. Payment is due by the end of the day on Monday. Payments can be made with credit card, cash, check, or money order. Instructions for electronic payment can be found at the Parent Sign-in station. Families who participate in the WI Shares Program are accountable for the full amount billed by JLL. Portions of the balance not covered by payments using the “My WI Shares” card can be made with credit card, cash, check, or money order. Families that request a monthly statement for their records (i.e. for FLEX Spending) must communicate this in writing with the office. Statements will be provided within the first week of each month for the previous month.

**Contracts and Schedules:** All parents are required to sign a contract, including a schedule, upon registration. Contracts are valid from September 1 - August 31. Contracts must be kept up-to-date. Due to potential conflicts with staff schedules, any changes in contracts must be approved by the administrative staff.

**Varied Schedules:** Families that contract for varied schedules must commit to a set number of days. Complete schedules/calendars must be turned in by the 23<sup>rd</sup> of the month for the upcoming month. Changes made after the schedule/calendar is turned in must be requested in writing and approved at least 1 week in advance.

**Extended Leave of Absence:** Families that wish to hold their children’s spot during an extended leave of absence from JLL will be responsible to pay 50% of their contracted amount. The maximum length of leave is 10 weeks. This arrangement must be cleared through the administrator, and a signed Extended Leave of Absence contract is required. While on leave, depending on child-to-staff ratios and with advance scheduling noted on the contract, children may be able to attend on days equal to 50% of the contracted rate.

**Parent-Initiated Withdrawal from JLL:** Any family may choose to withdraw their child(ren) from JLL with a two-week written notice given to the Administrator. The family will be responsible to pay the current balance, in addition to the two-week notice period. Failure to give a two-week notice will result in a two-week tuition charge added to your account regardless of attendance.

\*Rates are reviewed annually. Any changes are announced in May and go into effect in September, when new rate sheets are distributed. Any exceptions to these policies will be dealt with on an individual basis by the JLL Board.

## FEES

**Security deposit:** A \$10 per fob deposit is due when paperwork is turned in, prior to the child's first day of attendance. Deposits will be credited upon return of the fobs, provided there is no balance on the account.

**Registration:** \$25 (\$45 family maximum) registration fees are posted to accounts annually in September. For new enrollees, payment is due when paperwork is turned in, prior to the child's first day of attendance.

**NSF:** A \$30 fee will be added to the account for each check that is returned due to non-sufficient funds.

**Late payment:** A \$10 per-child fee will be charged if payment is not received by Monday at closing time. Any payment that is more than one week late will result in the child's enrollment being suspended, unless acceptable arrangements are made with the Administrator.

**Overtime:** If a child is at JLL for more than 10 hours in a day, an overtime charge of \$10 per day will be applied to their account.

**Late pick-up:** Hours of operation are from 6:00 a.m. to 6:00 p.m. Monday through Friday. Failure to pick up your child by closing time will result in an additional late fee of \$1 per minute.

**Contract violation:** A \$5 fee per day will be applied to their account if parents fail to abide by their contracted times and go over their scheduled hours. Children must not be dropped off 10 minutes before or picked up 10 minutes after their scheduled times. Any schedule changes must be cleared with the administration prior.

**Late schedule:** A \$10 fee will be applied to the account if the next month's schedule is turned in after the 23<sup>rd</sup>.

## DISCOUNTS & CREDITS

**Multi-child discount:** A 10% discount will be given off the total weekly tuition to families who have 2 or more children attending on a full-time basis (5 full days each week per child).

**Membership discount:** All active members of Good Shepherd church and St. Peter's church will be given a 5% discount on all children under 3 years of age and a 15% discount on all children over the age of 3. Good Shepherd and St. Peter's members who qualify for the multi-child discount will be given whichever is greater.

**Vacation/Sick Day Credits:** There will be no charge for these days. Written notice is required if credits will be used. Vacation and sick day credits will be taken off of the bill during on the last Thursday of each month. These days must be used between September 1 and August 31, and will not be carried over to the next year.

<u>Days per Week in Attendance</u>	<u>Vacation/Sick Day Credits</u>
5	10
4	8
3	6
2	4

**Days Closed:** Jesus' Little Lambs is closed on Labor Day, Thanksgiving Day and the day after, Christmas Eve through New Year's Day, Good Friday, Memorial Day, and the 4<sup>th</sup> of July. There is no charge for these days.