



## ENROLLMENT & TUITION POLICY

**EFFECTIVE JANUARY 2, 2023**

**Enrollment and Registration Fees:** A \$75.00 registration fee per child along with payment for the 1st week of care is required to reserve your child's enrollment. Both are non-refundable.

Children who attend elementary school and wish to attend occasional care for summer and school days off will not need to re-enroll. Acceptance will be based on space available.

**Scheduling and Attendance:** At the time of enrollment, you will complete a **Child Schedule Form** with the days and times of care needed (2 day minimum attendance required). Additional days may be added to your schedule with prior approval from the Director and will be based on availability. We will do everything possible to accommodate your needs, but we are regulated by the State of Wisconsin Department of Children and Families and must maintain ratios.

**Holidays:** The Nurturing Nook Inc. is closed seven days a year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving and Christmas Day. If the holiday falls on a Saturday, we will be closed on Friday. If the holiday falls on a Sunday, we will be closed on Monday. When Christmas Eve falls on a weekday, we will close at 12:00 p.m. The Nurturing Nook will open at 7:00 a.m. the day after Christmas. You will be charged your regular tuition rate during holiday weeks.

**Vacations:** You will be charged according to your regular scheduled rate.

**Tuition Rates (based on a 10 hour day)**

<b>AGE</b>	<b>5 Days</b>	<b>4 Days</b>	<b>3 Days</b>	<b>2 Days (minimum attendance requirement)</b>	<b>Drop In Hourly* (5 hours or less) (Extra Hours) (Before/After School)</b>
<b>6 wks - 2 yrs</b>	<b>\$439.00</b>	<b>\$401.00</b>	<b>\$309.00</b>	<b>\$215.00</b>	<b>\$15.00</b>
<b>2 yrs - 3 yrs</b>	<b>\$376.00</b>	<b>\$350.00</b>	<b>\$269.00</b>	<b>\$188.00</b>	<b>\$15.00</b>
<b>3 yrs - 6 yrs</b>	<b>\$339.00</b>	<b>\$312.00</b>	<b>\$236.00</b>	<b>\$167.00</b>	<b>\$15.00</b>

*\*Drop-in hourly is for currently enrolled families in need of extra hours of care on a non-scheduled day and for K3-K5 students who need before/after school care.*

**Discounts:** A 10% multiple child discount is provided for the oldest child in a family.

**Payments:** Invoices will be emailed weekly (Generations and River Point) or bi-weekly (Glendale) on Thursdays. Payment will be due on Monday for the next week of care (Generations and River Point) or the next 2 weeks of care (Glendale). You may pay for services by cash, check or credit card. Payments by cash or check may be made at the center. Credit card payments can only be made via the payment portal located on the Nurturing Nook's website. **A fee of 2.25% will be charged for online credit card payments.** You may pay ahead; however, the credit amount will be non-refundable if you discontinue care.

**Late payments and returned checks:** There is a late payment fee of \$20.00 for payment received after the Monday due date. There is a \$30.00 fee for returned checks. Failure to pay tuition balance, which is more than one payment cycle past due, will result in disenrollment from the center. Any accounts with a remaining balance after disenrollment will be referred to the collection agency.

**Late Pick Ups:** Late pick-ups are charged \$15.00 per child every 15 minutes starting at one minute after closing time. This fee will be added to your next invoice.