

CHILD CARE CENTERS OF THE GREATER MORRISTOWN YMCA

PROGRAM POLICIES and FEE AGREEMENT

EFFECTIVE DATE: January 2014

DATES OF SERVICE: Monday through Friday, 6:30 a.m. to 6:00 p.m.

MEMBERSHIP: A limited childcare membership of \$75.00 annually is required for participation in any of our childcare programs. This amount can be pro-rated and applied to any upgrade in membership for the child. A full youth membership and / or a family membership would encompass the childcare programs.

DEPOSIT: A four-week non-refundable deposit is required upon enrollment. This deposit will be applied to the child(ren)'s last four weeks *providing four week's written notice of withdrawal* is submitted. Please note that if a rate increase has occurred, this deposit may not fully cover the balance due.

PAYMENT OF FEES: Fees are paid monthly. Method of payment may be check, money order or credit card (Visa or MasterCard). Payroll deduction is also available for the Children's Corner families. Checks and money orders are payable to The Greater Morristown YMCA. Credit card payments must be made in person to the designated YMCA staff administrative representatives unless an authorization for direct billing has been completed and returned. *Payment must be remitted to:*

THE GREATER MORRISTOWN YMCA
ATTN: Child Care Registrar
79 Horsehill Road
Cedar Knolls, NJ 07927

Payment Schedule and Late Fees

<u>PAYMENT SCHEDULE</u>	<u>DUE DATES</u>	<u>LATE FEE</u>
Monthly	1 st of month	\$35.00 on 6 th of month (5 day grace period)

SCHEDULE CHANGES: Any changes made in the child's days of attendance must be submitted to the Director by the parent/guardian in writing, at least four weeks in advance of the scheduled day of change. The Director must approve all schedule changes. If an additional day is requested, the parent must pay for the day. Please note that substitutions on a week-by-week basis are not permitted.

ABSENCE: Fees will not be reduced due to absence from sickness.

HOLIDAYS, VACATIONS AND EMERGENCY CLOSING: Fee will not be reduced for holidays, the holiday week between Christmas and New Years, vacations and emergency closings. Please refer to your centers individual Holiday and scheduled closers.

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CHILD DROPOFF AND PICKUP: All children are to be picked up by 6:00 PM. Any parents/guardians detained or otherwise unable to pick up their child must contact the Center as soon as possible. Children will be released only to individuals on the enrollment or the authorization for pickup forms. All parents/guardians must sign out the child before leaving the facility.

LATE PICKUP: A \$20.00 late fee will be charged for each 15-minute period or portion thereof after the 6:00 PM pickup time. This late fee is to be paid directly to the front desk at the time of pickup. It is understandable that an occasion may arise that a parent or guardian is unavoidably delayed, however, if a parent/guardian is continually late, the Director may ask that the child be withdrawn from the program.

WITHDRAWAL: If parents/guardians decide to withdraw children from the Greater Morristown YMCA’s Child Care Program, notification in writing must be submitted to the Director at least four weeks prior to withdrawal. Failure to do so will forfeit the non-refundable deposit.

SCHOLARSHIP: Limited financial assistance is available for those families whose income meets that criteria established by the United Way and the Greater Morristown YMCA. If you think you may be eligible, please contact the Child Care Director.

RATES FOR CHILDCARE:

	<u>Monthly</u>	<u>Deposit Required</u>
5 days / week	_____	_____
4 days / week	_____	_____
3 days / week	_____	_____
2 days / week	_____	_____
1 day / week	_____	_____

PAYMENT PREFERENCE: (Please check one)

Check Credit Card

Other _____

CHILD’S NAME

Child Care Director

Date

I have read and agree to the policies stated herein.

Parent / Guardian Date

Parent / Guardian Date