

# Little Dippers Learning Center Financial Agreement 2023

**I UNDERSTAND THAT: (Please initial on each line)**

## Registration Fees

\_\_\_\_\_ At the time of registration, I will pay a non-refundable registration fee of \$25.00 per child. This fee must be paid before any space is reserved for your child. (**E-Payment or check only, no credit cards**).

\_\_\_\_\_ At the time of registration, I will pay a refundable \$150.00 per family deposit (**E-Payment or check only, no credit cards**), which will appear as a credit to my final bill.

**ALL CHECKS MADE PAYABLE TO SKAGWAY CHILD CARE COUNCIL**

## Monthly Calendars

Your attendance calendars are imperative to us building both children and staffing schedules. **Revisions to the monthly schedule must be in writing to the Administrator as soon as possible, and will be approved based on the center's availability and staffing needs.** Extenuating circumstances that alter your child's scheduled days will be addressed on a case by case basis. Frequent and/or last minute schedule changes are not guaranteed to be honored.

\_\_\_\_\_ I will provide a completed monthly calendar schedule no later than the 25th of the prior month's scheduled day to reserve my child's spot. **I will be charged for the hours I reserve on file.** Billing will be based upon reserved hours and any additional hours of care noted on the daily sign-in sheet.

\_\_\_\_\_ Revisions to the monthly schedule must be in writing to the Administrator as soon as possible, and will be approved based on the center's availability and staffing needs. Extenuating circumstances that alter your child's scheduled days will be addressed on a case by case basis. Outside of the center's illness policy outlined in the Guardian Handbook, frequent and/or last minute schedule changes are not guaranteed to be honored.

\_\_\_\_\_ If my calendar is not received by the last day of the month, my child may lose their spot to another child on the waiting list, OR if space is available for my child, I will be required to pay the drop in rate for the next billing cycle.

<u>Ages</u>	<u>Hourly Rate</u>
<b>0-3 Years</b>	<b>\$8.00</b>
<b>4-5 Years</b>	<b>\$7.50</b>
<b>6-12 Years</b>	<b>\$7.00</b>

## Other Charges

I will be charged:

- \$1.00 each time that a Dipper diaper is used for my child.
- \$5.00 each time Dippers must provide lunch for my child.
- \$1.00 per child for each minute that my child is left at the center after closing.
- \$10.00 per hour **After Hours Rate**
- \$12 fee for each returned check

## Billing & Payments

I must abide by the following billing cycle and payment schedule:

<u>Billing End Date</u>	<u>Payment Due</u>
March 31	April 15
April 30	May 15

\_\_\_\_\_ I will be charged a late fee of 1.5% (min. \$30) against any outstanding balance if my account is not paid within ten days after receipt.

\_\_\_\_\_ If my account is not paid in full by the last day of the month, my child will not be admitted to Little Dippers until it has been paid.

\_\_\_\_\_ If my account is left unpaid for more than 60 days, I understand the Center will take legal action to collect any owed fees, interest, and penalties.

**To help us streamline billing, please select from the billing options below:**

**RECEIPT OF BILL:**

\_\_\_\_\_ I want to receive my billing statements via email, at this address: \_\_\_\_\_

**PAYMENT OF BILL:**

\_\_\_\_\_ I want to pay **all** bills with the credit card information provided on the attached Auto Pay sheet (4% processing fee applies).

\_\_\_\_\_ I will pay **all** bills electronically via Wells Fargo bank transfer or Quickbooks payments

\_\_\_\_\_ I will pay **all** bills via check at the center. Cash is not accepted. **(CHECKS MADE OUT TO SKAGWAY CHILD CARE COUNCIL).**

**\*Wells Fargo Banking Transfer:**

Parent pays via direct online transfer from your Wells Fargo account to Little Dippers Wells Fargo Account, with no added transaction fee.

How to setup WF online transfer and pay your bill:

- 1) Log on to your Wells Fargo Account, go to "Transfer and Pay", select "Send Money with Zelle"
- 2) You'll need to add Little Dippers to your list by clicking on "+Add Recipient". Enter the recipient's first and last name (Juliene Miles) and how you want to send money to the recipient: by our Wells Fargo account number (2017207762).
- 3) To pay your bill each month, log onto your Wells Fargo account, go to "Transfer and Pay", select "Send Money with Zelle", select your recipient (Little Dippers), select your From account, and enter the amount you want to send. If you have any questions, feel free to reach out to the bookkeeper at littledippersbilling@gmail.com

**I hereby promise to fulfill the financial obligations as described in order that my child may be enrolled in Little Dippers Learning Center:**

**Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**