

Registration Fees

\$40.00 registration fee per family
\$40.00 for any re-registration

First weeks tuition due with registration
\$50.00 Explorer Club registration
*Per Child

*Early bird fees for the month of March

*Only kids going into Kindergarten or older

**ALL FEES ARE NON REFUNDABLE & NON
NEGOTIABLE**

Why do you pay registration fees?

Your child's registration pays for the supplies and man hours to put together and file family registration packets and paperwork. It also pays for newsletters and other paperwork that gets sent home.

Why pay for Summer Explorer Club registration?

The registration fee for the Summer Program goes to putting together summer packets, newsletters, and calendars that we use to keep the summer program and activities organized. The money is also use to pre pay for Camp sites and activities.

Just a reminder

All tuition payments must be turned in on time to avoid late fees. Also, for activities please turn payments in by due dates to guarantee a spot. Please when making payments write in the memo what the payments are for or attach a note. Never combined payments (activities and tuition payments are deposited separately). If paying with cash for anything please put it into an envelope and write who and what it is for on the front. You will receive a receipt in your child's folder when the payments have been collected. If you need a receipt immediately for a payment, bring it to only an Office Staff Member and they can collect it and issue you a receipt. All business office questions, concerns and issues need to be dealt with during office hours. Please allow a 48 hour (maximum) turn around on all requests. The office staff meets once a week and some situations will not be able to be dealt with until they have been presented at that meeting.

**Playschool's Tax ID:
41-1797854**

Business Office Hours: 8:00 am - 4:00 pm

Director: Mandy

Assistant Director: Rachelle

Business Administrator: Ashley

Playschool Child Care Inc.
1709 N McKnight Rd
Maplewood, MN 55109
Tel: (651) 779-7926
Fax: (651) 779-0487

Info@playschoolchildcare.com
www.playschoolchildcare.com

Payments & Scheduling Policies



PLAYSCHOOL CHILD CARE, INC.

Including:
Full Time
Part Time
Flex Schedule
Drop In Care
County Payment
School Age
~School Year Contracts
~School Days Off Option

1709 N McKnight Rd N
Maplewood, MN 55109
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PROGRAM AVAILABILITY & CHOICES

Full Time

Full time is considered Monday through Friday (Up to 11 hours a day. Infants ONLY 10 hours). You choose your hours during sign up so Playschool can staff accordingly.

Part Time

Part time is based on 4 consistence, consecutive hours or less per day. You choose a set schedule for the week (same weekly). Availability may be limited due to full enrollment. During sign up an office staff member will need to approve your schedule.

* If your child is here for more then 4 hours you will be charged for a full day.

Flex Scheduling

Flex Schedules have limited availably due to enrollment. This option is for families who have rotating work schedules. However, a 30 day calendar is due in the beginning of the month providing the days your child will be attending. If we do not receive a calendar you will be billed for full days or full time.

* Once a calendar is received there is no switching of days. Any additional days will be considered and charged as drop-in.

Full Days

You choose a set schedule for the week (same weekly) up to 11 hours per day. Availability may be limited do to enrollment. An office staff member will approve your schedule during sign up.

* Additional days will be considered and charged as drop-in. A two week notice is required for any change in schedule.

Drop in

Drop in is based on enrollment and approved only by office staff. You must call 24 hours in advance and come in and drop off payment before care is given. Payments are non refundable if your child does not attend. No multi child discount on Drop In.

County Assistance

Playschool Child Care does accept families who are on county assistance. The child may start after we have received a written approval from the county worker (not consoler). If families have a co payment due to Playschool it must be paid before the 1st of the month. Bi-weekly co payments must be paid by Friday for the next week of care. Late fees will apply to which the family is responsible for.

*A late fee will be applied for families who do not sign and return paperwork to payment box within 2 days.

Before & After School Care (Hourly)

Before the school year starts Playschool will provide families with contracts to fill out indicating the days and times their child will be attending. Parents will then sign the contract which will inform them of their weekly tuition rate based upon the days and hours listed on the contract. Hourly rates are only available during the school year. A two week written notice must be turned in on all schedule changes and okayed by the business office.

* Applies only to school age children, Kindergarten and older.

School Days Off

Option 1:

Playschool will provide each family with a school days off calendar that each family can fill out and return with the dates to which you will need a Full Day of care. More information will be out in August. This option saves you money by planning ahead.

Option 2:

You may choose to do drop in care. Charges are as listed below and a 24 hour notice is required in order for your child to attend. You must make payment before care is given and there are no refunds if your child does not attend. No multi child discount on Drop In. Do not assume we will have availability.

TODDLER: \$65.00

PRESCHOOL: \$50.00

SCHOOL AGE (K-9): \$45.00

SCHOOL AGE (10-13): \$40.00

School Age Summer Program: Explorer Club

There is an annual summer registration fee for any child who attends 10 or more days throughout the summer. During registration you sign up for Full Time, Part Time, Full Days or Flex (no hourly). Full summer packets are available in May.

POLICIES

Tuition Payments

Tuition payments are due the Friday before care is given. Tuition payments must be turned into the payment boxes (located in hallways on both floors) before close on Friday). A \$10.00 late fee will apply to all payments received on or after Monday. You must be caught up with all tuition payments before your child can attend Playschool.

Early Drop Off/ Late Pick Up

Once you have made a schedule you must stick to it to avoid additional charges. This Policy includes ALL PROGRAMS. There is a \$15.00 per quarter hour charge if you are either early dropping your child off or late picking them up (Even you are only 7 minutes early or late) If you notice frequent extra charges you may want to review and change your schedule.

Returned checks

A \$35.00 late fee will be applied to your account for a returned check. If we receive a returned check we will no longer accept check from that party only cashiers checks or money orders will be an acceptable form of payment.

Withdrawal / Change In Schedule Notice

If you are withdrawing your child from Playschool you must fill out the proper paper work (see office staff for forms) two weeks (10 business days) before your child's last day. If you fail to fill out these forms your account will be billed indefinitely. If you would like to change your child's schedule see the office for a form and give a two week notice. Office will have to approve any changes

Receipts

You may request receipts weekly, monthly or yearly for your records and tax purposes. Extra copies may be subject to fee's. Receipts will be returned to your child's folder. If provided to us, employment reimbursement forms will be signed and returned to your child's folder.

***We reserve the right to limit your child's time at Playschool in order to provide quality care. ***