



# Mountainside School

## SCHOOL YEAR 2016-2017 BILLING POLICY

Child's Name: \_\_\_\_\_

*Mountainside School is a year round program. Unfortunately, we cannot hold an enrollment position for any child withdrawn from school during the 12-month period.*

Mountainside charges a full-time rate. This rate is prepaid year-round, in 12 monthly increments. It will not fluctuate, e.g., with varying weeks in a month, or days in a month. Consistent payment ensures your child's enrollment, and allows Mountainside to minimize tuition costs and retain our wonderful and long-term staff.

**Absences or Vacations:** Due to our Specialty classes, and billing on a monthly schedule (not weekly or daily), payment of your full tuition is required while on vacation or absent. If you choose to take unscheduled days off, tuition remains due in full. In addition, you may not exchange a missed day with another.

### **Late Tuition Payment Fees:**

- All tuition must be prepaid and is due by the first day of that month. A \$25 late fee will be applied on the second day of the month for unpaid tuition, unless a prior agreement has been made with the Director.
- A 2% interest charge is applied after 30 days. Any parent falling behind (by a month) in their tuition payments, faces suspension of their child until their full balance is paid.
- Parents making repeated late tuition payments will be asked to remove their child from our care.
- Bills requiring collection services will be assessed an additional 30% collection fee.
- A \$30.00 fee will be assessed on any NSF check. This amount is subject to change.

### **Additional Fees:**

- **Greater Than 10 Hours:** Full time care is as described by state law as: *The child may remain in care no longer than 10 hours per day...* Any time over ten hours will be billed at \$15.00 per hour. No part time care is available at this time, other than the structured Monday/Friday class.
- **Late Pick-Up:** Mountainside closes promptly at 6:00 p.m., when staff locks doors and heads to their cars. A \$15.00 late penalty fee will be charged for each 15-minute increment that your child remains after 6:00 p.m. Payment of all late pick-up fees is due when the child is picked up, payable to the teacher who has waited for you. Second late pick-up episodes will be charged at \$30.00 for each 15-minute increment that your child remains after 6:00 p.m. Continued abuse of our closing time will result in our request that you find an alternate school for your child.



- **Multiple Class/Schedule Changes:** Parents requesting more than one class/schedule change per year (including scheduled days attended), will incur a \$15.00 administrative fee for the first change, then \$30.00 for each subsequent occurrence.
- **Sick Child Care:** Because of the 1:1 care required for a sick child, a fee of \$25.00 per half hour (30 minutes) is charged for any child not picked up within one hour after a parent is notified of their child’s illness.

**Weather:** No deductions are allowed for weather-related closures. Mountainside will assure that these days are compensated with extra days in the month or additional activities.

**Changing Schedule Days or Withdrawing Child:** Withdrawing your child from our daycare or changing scheduled days, requires no less than 30-day, prior written notification, to the director. *If this prior notification is not provided, you will be charged for the full month, at the current fee.*

**Re-Enrollment Conditions:** Failure to comply with our financial requirements may prohibit re-enrollment.

\*\*By signing this policy, I acknowledge my understanding that upon hiring a Mountainside staff member/employee, to be my Nanny, I accept responsibility for payment of a \$2,500.00 fee to Mountainside School. This fee compensates Mountainside for the training and security clearances invested in this staff member.

***I have read and agree to the above terms with Mountainside School.***

(Parents living separately, please provide each of your individual addresses below. The signature of the parent who is financially responsible for tuition payment is required below.)

Child’s Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Address \_\_\_\_\_

Parent Signature Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Address \_\_\_\_\_

Parent Signature Date: \_\_\_\_\_

*Please sign and return this form to the director for retention in your child’s file.*