

Troy City Schools
2017 - 2018
Extended Day Program
Fee Policy

Fee For Program

The fee for enrollment in the Extended Day Program is \$35.00 per week. Parents who enroll their child are required to commit to a minimum 9-week semester term for \$315.00 per child.

Payment may be made by either of the two options below:

Option 1: Weekly in Advance

- Payment is due on Monday in advance for the coming week in the amount of \$35.00 by either check, cash or money order.
- Accounts not paid by Wednesday of the same week will be assessed a late fee of \$15.00 to be paid with weekly fee.
- Accounts not paid by the end of the 2nd week will be closed and the child will not be allowed to attend the program. Written notice will be sent to the parents address prior to this step.

Option 2: 9-Week Semester

- Payment due the first day of school for the 1st Semester in the amount of \$315.00 for the 9-weeks. Payment must be made by check, cash or money order. Remaining payments will be due as follows:

1 st 9 Week Semester	August 10, 2017
2 nd 9 week Semester	October 17, 2017
3 rd 9 Week Semester	January 5, 2018
4 th 9 Week Semester	March 13, 2018
- Accounts not paid by the end of the first week will be assessed a late fee of \$50.00 to be paid with the semester fees.
- Accounts not paid by the end of the 2nd week will be closed and the child will not be allowed to attend the program. Written notice will be sent to the parents address prior to this step.

Please choose an option carefully – payments schedules will be considered “set” for the semester.

Option 1 _____

Option 2 _____

IT MUST BE UNDERSTOOD THAT TO HOLD YOUR CHILD'S PLACE IN THE PROGRAM PAYMENT MUST BE MADE IN ACCORDANCE WITH THE DATES LISTED WHETHER YOUR CHILD ATTENDS EVERY DAY OR NOT.

The only weeks parents will not be responsible for payment are the two weeks for Christmas and one week for Spring Break. All other holidays have been considered in calculating the fee of \$35 per week.

Late Pick Up Fees will be charged if a student is picked up after operating hours. The hours for the Troy City Schools Extended Day Program are from 3:00pm until 5:30pm, Monday-Friday. If your child is picked up after 5:30pm parents will be charged \$25.00 for every 15 minutes after that time. Phone calls to notify of late arrival will not exempt a late fee charge.

Returned Check Service Charges

Any checks returned to Troy City Schools for non-payment by our bank will be billed to the parents at \$35.00 per check as a service charge. When Troy City Schools receives three or more returned checks from a parent, we will no longer accept checks as a method of payment from that parent. Returned checks must be paid before any further checks can be accepted.

Delinquent Accounts

If accounts are delinquent two or more weeks, Troy City Schools will discontinue services. Parents will be notified by written letter from the Principal prior to this procedure. Any delinquent account must be paid up-to-date before the child can be allowed to return to the Extended Day Program.

Withdrawal Policy

As previously stated, parents are expected to commit to a minimum 9-week Semester upon enrollment regardless of how payments will be made. If a parent decides to withdraw from the program, a two week notice is required. Any parent failing to do so, will be charged their normal tuition rate for two weeks.

Receipts

Parents should keep all receipts as their proof of payment. **NO end of year statements will be issued.**

This form must be completed and returned to the Bookkeeper at the Troy Elementary School office before the child can be allowed to attend Extended Day.

Child's Name: _____ Grade: _____

Signed By: _____

Print Name

Signature

Date