

Tuition Policy

TUITION AND FEES

Important Notice

All payment and fee processing will be completed by using the Procure app, checks or cash. Ms. Bianka will be collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Ms. Bianka at 602-996-4990, email at admin@beibeiamigos.com or using the Remind app.

Families contract for a specific weekly schedule as indicated on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every week year-round whether your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather.

Overtime Rates or Adding Extra Days

Overtime rates apply only to part-time families and are contingent on prior agreement of hours or days of care needed. When your family surpasses the number of days or hours of childcare per week, a fee on the student enrollment will be charged to your account for each overtime hour of care.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due on the **1st of each month or the 1st day of the week in some cases**, as outlined in the *Enrollment Agreement*.

A non-refundable registration fee of \$160 is due upon enrolment, this fee will not be pro-rated.

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by cash, check, money order, automatic electronic funds transfer or credit card. To set up automatic, reoccurring payments, please use the Procure app.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one week of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay childcare payments will result in childcare services being terminated.**

If payment is not received on the day that it is due, a late fee of \$25 will be added to your next tuition payment for each week that it is late. Repeated late payments will result in your family being required to set up automatic payments or credit card payments.

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 15 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$30. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$15 dollars for the first 15 minutes and \$5 for every minute late after that will be applied. **Repeated late pick up may result in childcare services being terminated.**

Other Fees

- From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity, or trip.

Credits & No Credits

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- Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child’s spot for when we are safely able to reopen.
- **Credit may be given for Serious Illness/Injury** – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor’s note is required to receive a credit.