FINANCIAL POLICIES
Please read and initial statements below:

Listed below are the requirements pertaining to the financial policies for Albany Med Kids. Parents are expected to follow the policies. Failure to do so will result in termination of childcare services.

I. AMC Employees:
   a. All AMC employees must pay daycare tuition through payroll deduction.
   b. Tuition deductions run in cycle with the pay period. Therefore, payroll tuition deductions cover the cost of daycare for the previous 2 weeks of care. (Parents are not paying 2 weeks in advance.)
   c. Parents, who fall behind in tuition payment, while on payroll, are expected to make self payments on the day of pay. Parents who do not make immediate payment will fall into arrears, and that arrears amount, along with the normal bi-weekly daycare deduction will automatically be deducted from the parent’s next pay.

II. AMC Medical Students & Non-AMC Parents:
   a. Monthly bills will be distributed to all families, via daycare mail pockets on the 15th of each month.
   b. Payments for AMC students and non-AMC employees are due in full on the 5th of each month. (Example: tuition for the month of July is to be paid in full, by July 5th.)
   c. Payment is to be made payable to Kidskeller Inc. in the form of a personal check, bank check or money order only. No cash will be accepted.
   d. If payment is not received by the 5th of each month, daycare services will be terminated on the 15th of the month, until payment is received.

III. Families Subsidized by DSS:
   a. Weekly parent fees must be paid through payroll deduction.
   b. If the market rate, paid by the county is lower than the Albany Med Kids weekly rate, parents are expected to pay their parent fee, and the difference between the county’s responsibility and Albany Med Kids weekly rate.
   c. Parents are expected to cover all costs of tuition not covered by county funding. (examples: holidays, excessive absences)
IV. **Deposit and Registration:**
   a. A TWO-WEEK security deposit and a non refundable registration fee are required from all families by the first day of attendance at Albany Med Kids.
   b. If there are siblings in the program, each sibling must have a full two week deposit.
   c. A two week written notice submitted to the director, no later than Friday afternoon, is required when a parent terminates childcare services at Albany Med Kids. Once a notice of termination has been submitted, parents are financially responsible for tuition for the upcoming full two weeks.
   d. Failure to provide required notice for termination of childcare services will result in loss of security deposit.
   e. Security deposits will be refunded to families once the account is closed and any outstanding payments owed to Albany Med Kids are paid in full. (Ex. Extra time usage, extra day payments, field trip payments, etc.) Parents may request that outstanding payments be deducted from their security deposit. Deposits will be processed through AMC Accounts Payable and mailed to the address stated on the termination notice.

V. **Part Time Enrollment:**
   a. “Switching” of days to make up for absences that occur on days that the center is closed or your child is ill are not allowed.
   b. Extra day usage may be available for parents, should there be a need for a child to attend the program on a day that is not a normally scheduled day. Parents are expected to contact the office to inquire about availability for extra day usage. Payment for the extra day usage is due at the time of service.
   c. Tuition fees are “flat” rates. There are no reductions or credits for illness or vacation which would result in a child’s absence.
   d. A request from a parent to change the enrollment of a child, from one of full time to part time or from part time to full time is to be brought to the attention of the center manager. The ability to change a child’s status will be based on availability within the classroom. A change in enrollment status may mean changing the child’s classroom assignment.

VI. **Extra Time Usage:**
   a. A change in a child’s scheduled hours requires a notice of one week. The change in schedule is to be submitted directly to the administrative assistant of Albany Med Kids. There is no additional charge for changes made one week in advance, if hours do not exceed a total of 9.5.
   b. A fee of $1.25 for every adjusted 15 minute increment will be charged for any changes made in a child’s schedule within a 24 hour notice. These changes in hours are considered “scheduled time”.
   c. Parents are liable for additional fees for early drop off, late pick up or any other use of “unscheduled” use of time. The fee is $5.00 per every 15 minutes of additional usage.
d. Monthly bills for extra time usage will be distributed to parents via the child’s mail pocket on or by the 5th of each month. Payment for extra time is due in the form of a check or money order, payable to Kidskeller Inc. by the 15th of each month.

VII. Misc.

a. If a parent becomes disaffiliated with AMC College, Center or Hospital once a child is enrolled at Albany Med Kids, a childcare slot for the child may only be guaranteed for one month from the parent’s last day of employment with AMC.

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(Printed name of child)  (Printed name of parent/guardian)

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(Parent/Guardian signature) (Date)