

St. Luke's After-School Care

2008-2009 Payment Guidelines

I. Fees (per child)

Registration Fee (Non-Refundable)

St. Luke's Member:	\$50.00
Non-Member:	\$100.00

Tuition (per month)

	1st Child	2 nd Child
With transportation:	\$340	\$250
Without transportation:	\$290	\$200

All Day Care (per day)

7:30 am – 6:00 pm on most school holidays.	\$40	\$40
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II. Payment Policies

All tuition payments are due at the **beginning of each month**. A late charge of **\$20.00** will be added when payment is received **after the 5th of each month**.

After School Care will run from August 25, 2008 – May 28, 2009 with 9 monthly **equal payments**. August will be included with September's payment and December will not be pro-rated.

Tuition checks should be made payable to **St. Luke's ASC** and brought to the After School Care office. Please write the child's name on the lower left corner of the check.

St. Luke's After School Care program operates on a nine-month commitment. Therefore, no refunds will be given when your child is absent or when the center is closed due to holidays or bad weather.

A **\$30.00 charge** will be applied to any **returned checks**.

A late pick-up fee of **\$1.00 per minute** will be assessed **after 6:00 pm**.

If your child(ren) will not be needing transportation, please call the After School Care office by noon the day of their absence at 713-402-5075. If not, a **\$10.00 Failure to Notify Fee** will be charged to your account.

If you sign up for an All Day Care, you will be charged for that day regardless of attendance. The only exception will be for cancellations made in person, no later than **two weeks** before the All Day Care date.

III. Withdrawals

If it becomes necessary to withdraw your child, the parent should inform the Director in writing at least **two weeks** before the date of withdrawal.