



Payment Policy-effective 01/01/2015

The staff at Kootenai Kids Preschool and Childcare (K²) is eager to engage with your child and you. We are proud of our program and our desire that your child thrives during his or her stay with us.

In order to meet our financial obligations, we require timely and complete payments from our participants. When you enroll your child, we require that you choose between two time frames for your payments: monthly or biweekly. You will need to select one or the other payment method and stay with it.

Our fees are relative, prorated on an annual basis, and work out to be consistent whether our parents choose bi-weekly or monthly. Also our fees are not based on attendance, rather they are based on our Policies, which can be found on our website at www.K2Prechool.com. Our expenses do not stop while you are on vacation or when your child is sick. A full payment is expected whether or not your child is actually at K² on a specific day. An exception to this rule is for an extended illness of a child (see the K² Parent Handbook on our website for details).

However, K² is offering a compromise while parents temporarily withdraw their child (or children) to go on vacation or to keep them home. K² will allow each family a total of 7 individual days “grace period” for full time enrollees. For children enrolled part time and for 6 hours or more per day, the grace period amount will be 5 individual days and ½ day enrollees will receive 3 days “grace” per every 12 months. **Parents must notify K2 in writing at least 30 days prior to the temporary withdrawal in order to make these arrangements.**

We have 6 nationally recognized holidays, New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas. We will be closed on these days and if they fall on a weekend, we will be closed the following Monday. You may use a grace day for a holiday; otherwise the holiday is included with your payment. K² may at times close on Friday when holidays that fall on a Thursday unless there is a large need from parents

If parents temporarily withdraw (for any reason other than an extended illness) their child or children for more than two weeks, they must re-enroll and pay a fee of \$40 (Re-registration fee) and could possibly run the risk of losing their “spot.”

Payment schedule:

Pre-payment of fees is required. If paying monthly, payment is due on the last day of the preceding month, or the following business day at the latest, as per your Enrollment Contract. If paying your fees biweekly, the payment is due on the last day of the preceding period of your child’s schedule, or the following business day at the latest, as per your Enrollment Contract. If payment is not made as noted above than a late fee of \$25 will be added. If late payments reoccur, dismissal will take effect.

(please note that we do not base our acceptance of your payment by the date on your check but when it has been delivered to our office)

Interest will be added at the rate of 18% per annum on past due billings that are 30 days or older.

A payment of \$35.00 will be collected on returned checks for insufficient funds.

If legal action is necessary to collect monies owed to K² then K² shall be awarded all collection costs and or attorney fees in defense of its claim.

K² appreciates your understanding and support of on-time fee payments.

K² reserves the right to change or update our Policies and/or Procedures at our discretion without first notifying you. We will upon changing or updating our Policies and/or Procedures place them on our website www.K2Preschool.com for your viewing.

I have read, understand and agree to the Payment Policy.

Initial _____

Initial _____