

CCLC Parent Handbook

Afterschool Program Hours and Tuition

CCLC's Afterschool Program: School dismissal until 6:00 p.m. daily.

Normally, we provide extended programs when schools have half days and the pickup time is the same.

Fee Information/Schedule of Payments

- o The tuition must be paid within 3 business days after receiving the invoice or upon the payment due day. There will be a late fee of \$50 (under \$1000 outstanding balance) or \$75 (over \$1000 outstanding balance) after the due date. If the tuition is more than 5 days late, your child(ren) may be dropped from our enrollment.
- o If a child is dropped from our enrollment before the program start, the registration fee is still not refundable.
- o Payments may be made by check or money order, and should be made payable to CCLC,
- o Please make sure your child's full name appear on the check
- o There is a charge of \$25.00 on all returned checks.
- o If a check is returned, CCLC must be reimbursed for all charges, including the return check fee, or your child may be dropped from our enrollment.
- o Children are required to be enrolled for the full program.
- o Children enrolled in the program that are not in attendance and miss days during the term due to illness or other reasons must still pay.
- o There are no refunds unless a child is withdrawn or dismissed due to disciplinary reasons from the program.

Late Pick-Up Fees

Late Pick-Up Fees will be charged for children not picked up by 6:00 p.m. as follows:

- * One to 5 minutes late: \$5.00 per child
- * Every minute after 5 minutes: \$1.50 per child

Absence Policy

If your child is absent from the Afterschool Program, it is the responsibility of the parent to contact the Afterschool staff and leave a message.

Withdrawal of Children from Program

If you decide to withdraw your child from our Afterschool/Arts Program before the school year ends, you must provide us with **30 DAYS WRITTEN** notice! The deposit will not be refundable as the program agreement showed.

Updating Information

It is the responsibility of parents to inform the Program staff regarding any changes to your child's record. This information includes: phone numbers, home/ mailing address, emergency and authorized pick-ups, billing, and changes to other pertinent information.