

**Kids of HIS Kingdom Private Pay Rate Sheet**  
**Effective March 1, 2018**

**CHILD:** \_\_\_\_\_  
**DATE OF BIRTH:** \_\_\_\_/\_\_\_\_/\_\_\_\_; **AGE:** \_\_\_\_\_

**Center Director: Circle the correct fee for child.**

<b>FEES → CATEGORIES ↓</b>	<b>Full Time Weekly</b>	<b>Part Time Hourly</b>	<b>Drop-In Hourly</b>	<b>11<sup>th</sup> Hour Rate for Full Time*</b>	<b>12<sup>th</sup> Hour Rate for Full Time*</b>	<b>Registration Fee</b>
Infant 6 weeks – 18 months	<b>\$140.00</b>	<b>\$4.25</b>	<b>\$5.25</b>	Same as drop- in hourly rate.	Same as drop- in hourly rate.	<b>\$35.00</b>
Toddler 18 months – 3 <sup>rd</sup> birthday	<b>\$135.00</b>	<b>\$4.00</b>	<b>\$5.00</b>	Same as drop- in hourly rate.	Same as drop- in hourly rate.	<b>\$35.00</b>
Preschool Age 3 – 5 years	<b>\$130.00</b>	<b>\$4.00</b>	<b>\$5.00</b>	Same as drop- in hourly rate.	Same as drop- in hourly rate.	<b>\$35.00</b>
School Age	<b>\$125.00</b>	<b>\$3.75</b>	<b>\$4.75</b>	Same as drop- in hourly rate.	Same as drop- in hourly rate.	<b>\$35.00</b>

Full time is defined as daily attendance between 6-10 hours per day that follows a set schedule. Part time is defined as less than 5 days a week and/or less than six hours per day that follows a set schedule. Drop-in care is based on availability.

**FEES:** All full time and part time fees are due in full on Fridays before 6 PM to cover the next week’s child care. This includes whether your child attends or is absent. Credit is not given nor is it refundable for holidays, sick days, inclement weather days or any other absences which may occur.

**Drop-in fees** are due when the child is picked up from care for the day. Any amount due must be paid before the child may return to the Center for additional child care.

**Early Drop-Off/Late Pick-Up Fee.** Early Drop-Off is defined as sooner than 15 minutes before the agreed upon time. Late Pick-Up is defined as later than 15 minutes after the agreed upon time. The Early Drop-Off/Late Pick-Up Fee will be **\$15.00** for any portion of an hour. Please understand the Center must be in compliance with staffing ratios at all times. Should a situation arise where the Center will become out of compliance if another child is clocked in, you will be asked to stay with your child(ren) until another staff person clocks in. If you cannot stay, you will have to take your child(ren) with you and return when notified the Center is able take additional child(ren). Therefore, it is extremely important for all parents to adhere to the agreed upon drop off and pick up times.

A non-refundable **registration fee** of **\$35.00** per child is due upon time of enrollment. If a child withdraws from the Center, re-enrollment will require a new registration fee to be paid. Re-enrollments will not be processed if there are unpaid fees from a previous enrollment. Unpaid fees must be satisfied prior to enrollment.

**LATE PAYMENTS/OVERDUE BALANCES:** A late fee of **\$10.00** will be applied weekly to overdue accounts. An overdue balance reaching a total of greater than \$300 will result in having child care suspended until the balance is paid in full.

**MULTI-CHILD DISCOUNT:** There will be a weekly **\$10.00** discount for enrolling more than one child and are only applicable if all fees are paid on time.

**FORMS OF PAYMENT:** Payment of fees may be made by personal check, credit or debit card. Use of a debit or credit card will include a **2.2% + \$0.30 transaction fee**. A **\$35.00** fee will be charged for a returned check, per occurrence.

**DEPOSIT:** A deposit must be paid in advance for each child enrolled equal to the amount of the weekly fee for each child at the time of enrollment. This amount will be refunded provided the Center receives at least a two week notice of withdrawal and there are no overdue balances. This applies only to children enrolled after March 1, 2018.

**ATTENDANCE SCHEDULE:** Full time and part time schedules will be completed in writing (below) at the time a child is enrolled. Permanent changes to the schedule require consultation with the Center Director two weeks before the change is requested to become effective.

WEEKLY SCHEDULE <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
ARRIVAL TIME	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM
PICK UP TIME	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM
ARRIVAL TIME	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM
PICK UP TIME	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM	____:____ <input type="checkbox"/> AM <input type="checkbox"/> PM

**TITLE 392 CHILD CARE SUBSIDY PROGRAM:** In accordance with program regulations, you may be charged if your child is not picked up in accordance with the provider agreement schedule. You may also be charged if your child is absent on a scheduled day. If you are responsible for a fee obligation, it is due in full the first day of the month.

A signed original of this form will be kept at the Center for each child enrolled as evidence the responsible parent / foster parent / guardian understands the above rates and policies. A copy will be given to the parent / foster parent / guardian. A new form will be required any time rates are adjusted or a child ages out to a new category.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent / Foster Parent / Guardian                      Date Form Signed

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
KoHK Center Director                                      Date Form Signed

**NEED TO MAKE SURE THIS CAN ALL BE ACCOMMODATED IN JACKRABBIT.**

<b>RATES→ CATEGORIES ↓</b>	Full Time PP	Full Time S	Part-time Hourly for PP S 11 <sup>th</sup> & 12 <sup>th</sup> hour - S	Drop-In Hourly for PP 11 <sup>th</sup> & 12 <sup>th</sup> hour – PP	Early Drop-Off; Late Pick-up Fee (hourly)* PP
Infant 6 weeks – 18 months	<b>\$140.00</b>	<b>\$28/day</b>	<b>\$4.25</b>	<b>\$5.25</b>	<b>\$15.00</b>
Toddler 18 months – 3 <sup>rd</sup> birthday	<b>\$135.00</b>	<b>\$27/day</b>	<b>\$4.00</b>	<b>\$5.00</b>	<b>\$15.00</b>
Preschool Age 3 – 5 years	<b>\$130.00</b>	<b>\$26/day</b>	<b>\$4.00</b>	<b>\$5.00</b>	<b>\$15.00</b>
School Age In school up to age 12	<b>\$125.00</b>	<b>\$25/day</b>	<b>\$3.75</b>	<b>\$4.75</b>	<b>\$15.00</b>

FT = full time; PT = part time; S = Subsidized

DHHS defines part time as up to 5 hours and 46 minutes of care and full time (daily rate) at 6 hours or more of care.

Can weekly and/or daily bills be printed from Jackrabbit for parents?

Additional fees:

- Late payment fee: \$10.00 per week
- Returned check charge: \$35 per check
- Registration fee: \$35.00 per enrollment per child
- Multi-child discount: \$10.00 less per week
- Credit card use fee: 2.75% of amount charged