

Sandbox Preschool Tuition Policy Amendment

We hope you understand that financial payments should not fall behind. All accounts will be reviewed weekly, in order to maintain our quality program and our qualified staff.

Tuition must be paid weekly on the first day of attendance, upon arrival for daycare or before/after school families and on the first day of the month upon arrival for preschool families and Action for Children accounts.

A **\$10.00 late fee** will be applied to all tuition accounts that are one (1) week delinquent. Once accounts are two (2) weeks delinquent we will have no choice but to follow these steps:

1. Disenrollment of your child/children and except a family from our waiting list.
2. Your account will be sent our collection agency.
3. All Tax information **will** be withheld until balance is paid in full.
4. A letter will be sent to parents and or guardian's employer informing them to add the free child care benefits to annual wages for tax purposes.
5. A letter will be sent to the IRS informing them of the subject "free child care benefit" for tax purposes.

We appreciate your cooperation & placing your child in our care.

Signature _____

Date _____

Child's name