



# OKEMOS KIDS CLUB FULL DAY PRESCHOOL RATES 2022-2023



**\$75 Non-Refundable Fee per Child Due with Registration Form**

INFANT/TODDLER PROGRAM	REGULAR WEEKLY RATE	SIBLING WEEKLY RATE
<b>NEST</b> 6 weeks-1 year Hours: 7:15 AM - 6:00 PM	<b>\$290</b>	
<b>COOP &amp; DEN</b> 1 year-3 years Hours: 7:15 AM - 6:00 PM	<b>\$275</b>	<b>\$247.50</b>
PRESCHOOL PROGRAM	REGULAR WEEKLY RATE	SIBLING WEEKLY RATE
<b>LAIR</b> 3 years old Hours: 8:30 AM - 3:30 PM	<b>\$165</b>	<b>\$150</b>
<b>HOLLOW</b> 4 years old Hours: 8:30 AM - 3:30 PM	<b>\$160</b>	<b>\$145</b>
<b>Before Care</b> Only for Lair & Hollow <b>7:15 AM - 8:30 AM</b>	<b>\$30</b>	<b>\$27.50</b>
<b>After Care</b> Only for Lair & Hollow <b>3:30 PM - 6:00 PM</b>	<b>\$60</b>	<b>\$55</b>

## PAYMENT OPTIONS

***Bills are emailed on the 10th of every month or the following business day if the 10th falls on a weekend or holiday. They are always due on the 25th of the month PRECEDING care.***

1. **Mail or drop off** cash, check, or credit card info to Okemos Kids Club at 1826 Osage Drive Okemos, MI 48864.
2. **Call** the OKC Office at (517) 706-5023 with credit card information.
3. **Pay online** through [www.daycareworks.com](http://www.daycareworks.com). The OKC Office will provide you with a username and password. On the website click the blue *Member Login* button to get to the login screen.
4. **Auto-Pay:** Provide credit card information once to the OKC Office. The information is saved by the software but is not visible after being input. Credit cards are charged on the 25th of the month or the following business day if the 25th falls on a weekend or holiday.

## **OTHER IMPORTANT INFO**

- All programs are full week, Monday through Friday. No part-time or half-day schedules are available.
- Full Day program fees are based on a daily rate.
- A sibling discount is applied to the older sibling(s) enrolled in any of our programs.
- Any and all **schedule changes** need to be **submitted in writing** to the OKC Registrar or OKC Clerk and **require a 5 business day processing time**.
- Registrations are accepted throughout the year, **as space permits**, in each program.
- There are **no tuition adjustments** for daily absences due to weather, holidays, illnesses, or vacation.
- **Permanent drops** from a program require a **two-week minimum written notice**, whether or not the child has started care. Tuition will be the parent's responsibility during that two-week time period.
- **ADDITIONAL FEES:**
  - Field Trips:** \$9/trip. \$10/t-shirt. No sibling discount.
  - Late Payment Fee:** \$25
  - Late Pick up/Early Drop off Fee:** \$1/minute/child
    - On the 5th occurrence, the rate will be \$5/minute/child.
    - After 10 occurrences, OKC reserves the right to withhold childcare services.

## **OKEMOS KIDS CLUB** **PRESCHOOL BEFORE AND AFTER CARE**

If you did not choose before care please do not drop off your child before 8:30 AM and likewise, if you did not choose after care, please pick up your child by 3:30 PM. Children dropped off or picked up outside of their scheduled time will be charged \$1 per minute. After four occurrences, the rate will be \$5/min per child. If there are ten occurrences in a calendar year, you may be asked to seek alternate childcare arrangements.

Lead Teachers reserve the right to refuse to take your child outside of your chosen schedule. If you do need care, you must contact the Lead Teacher for an added day at least 24 hours in advance to make sure there is adequate staffing available for your child to safely attend. Requests for dates needed must be submitted to the **Lead Teacher** in writing (email is sufficient). Your account will be charged for the additional care. If your child arrives at his or her program after your added day has been refused, or without prior notification, you may be asked to leave with your child or your child will be sent to the office and a call home will be made to pick up your child. Although we would love to accommodate your needs, staffing may prevent us from doing so.

To request an additional day:

- Email the classroom lead teacher at least 24 hours in advance
- Receive email confirmation or denial from director
- Bring child for additional day
- Account is charged for added day

One schedule change will be allowed per year for adding or dropping care. Additionally, you have the opportunity for a schedule change at a natural transition (e.g. transition from three's room to four's room). A five business day written notice to the OKC office is required for a permanent schedule change.