

Program Fees

Registration:

A once a year, non-refundable registration fee of \$25.00 will be collected to hold your child's spot in the Infant, toddler and Two's programs.

Tuition:

Monthly tuition fees are due by the first of the month. All tuition payments must be placed in the payment lock box in the hall or in the after hours lock box located outside, at the bottom of the stairs. Teachers may collect payments but are not able to answer questions about payments.

Please see the ARC Childcare Director with any payment questions.

Replacement Key card:

\$25.00 fee

Late payment:

If payments are two weeks outstanding, the ARC reserves the right to ask for pre-payment of services or terminate services.

Late pick up/Early drop off:

If your child is routinely picked up late or dropped off early additional fees may be charged. A late fee/early fee of \$1.00 per minute may be charged.

Return check:

There will be a \$30.00 fee for any returned check. After one returned check the ARC reserves the right to require cash payment and/or pre payments only.

Holidays:

The ARC observes the following holidays and will be closed: Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, Memorial Day, Independence Day and Good Friday. There will be no charge for these days.

Withdrawal from the program:

If it becomes necessary to withdraw your child, **a two week written notice is required.** If a written withdrawal is received with less than a two week notice parents will remain responsible for two weeks payment. In order *to re-enter the program* the family account must be in good standing with the ARC. This includes fees for all ARC activities, sports & session classes. Parents may be required to pre pay for services.

Biting at these ages!

Please remember this behavior is very common among children birth to 3 year. Its important to think positively of children who bite. Biting can be a form of communication, a response to the child's needs or coping with stress. When the child is teething please let the staff know because that can be a higher chance of seeing that child bite. ARC staff try our best to keep all the children safe from biting we may not be able to catch them all!

Incident reports will be written out for the biter and the victim of the bite. First aide will be administrated as followed, bitter will get their mouth rinsed out with water and offered a teething ring. For the child that has been bitten we will wash the area where the bite happened with soap and water and apply ice to take away swelling. Bruises will appear with the bites most of the time.

When the incident happens, the child who was bitten will be immediately care for and comforted. For the child who bit another teacher will direct them to another area and remind that child that biting is not okay! (teeth are for eating, not for biting and that biting hurts!)

We will provide incident reports for both children involved. Incident reports then will be files in their files and kept confidential.

There is a attached article on biting at this age attached at the end of this handbook that will provide more information!