

HARVEST TIME CHILD DEVELOPMENT CENTER
1511 US 301 S. Tampa, FL 33619
813-626-4600

FINANCIAL POLICY

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN BELOW:

1. All daycare accounts are to be paid weekly in **advance** of services provided. If you are paying every 2 weeks or monthly we will gladly allow you to make payments accordingly. However, your account must remain paid in advance for one week at all times as stated.
2. Payment is expected by Friday for the upcoming week, however, a grace period is extended until 6 p.m. on Monday.
3. On Tuesday **morning** a **\$10.00** Late Fee will be added to accounts with a balance due.
4. No accounts will be allowed to be **more** than 1 week in arrears. If payment or balance due and accumulated late fees are not paid by **FRIDAY** following the delinquency, your child may not return for child care until the delinquent amount **and** the next week's daycare fee is paid.
5. A \$30.00 fee will be charged for all returned checks. This fee must be paid along with your next week's daycare fee.
6. Harvest Time agrees to hold a place for your child in our daycare, so we cannot discount your weekly rate even if you do not bring your child in. This means you must pay the full weekly rate even if your child comes into our daycare 2 or 3 days out of that week. The only exception to this rule will be during the weeks that our summer camp is held for ages 5-12. In which case a weekly or daily week would be offered.
7. Your child may accumulate up to 10 days of sick/vacation time during a 12 month period at the rate of 1 day per month. The accounting period of this benefit is August 1st until July 31st of the following year. **Your child must be with us for 6 months to qualify for this credit.** No advance credit will be given. At the six month period, your child would have accumulated 6 days that could be used, then one day each month after that, up to a total of ten days. **No credit will be given unless your account is current. Vacation time does not apply to our summer camp program.**
8. Sick/vacation time is **non-accumulating** from year to year. Unused days cannot carry over from one year to the next.
9. Upon withdrawal of your child from our center, we ask for a courtesy two week notice. Any unused portion of that last week's tuition will not be refunded. However, any paid tuition beyond the immediate week will be refunded.

I understand the foregoing rules and agree to abide by them:

Mother/Guardian Signature _____ Date _____

Father's/Guardian Signature _____ Date _____

This form must be signed by both parents/guardians (as applicable) and returned to the office with your other pertinent registration materials.