



# Schedule Change

# SCHEDULE CHANGE POLICY

If you are changing the number of days a week you attend (1-3 or 4-5) you **MUST** give 30 days notice or you will be subject to day rates or other penalties, such as late fees due to our not receiving the entire month's tuition. If you fail to give notice and add days to your weekly schedule you will be charged **DAY RATES** and not just the difference between part-time and full-time rates.

Morning Care's day rate is \$25.00 and Extended Day or Kindercare is \$35.00. To clarify, if you paid for part-time, but your child attended five days in a week you will be charged \$70.00 for the two extra days he/she attended. We staff and add kids to the programs by determining how many children are in a program at any given time. Schedules being changed without notice adds unnecessary time to our tuition duties and takes away from more important tasks such as spending time with the children.

Please pick up a copy of the Schedule Change Form if you need to switch your schedule. If you need to make a change, but cannot make the 30 day timeline, you will need to contact both your site's Lead and Danielle at the District Office, (626) 441-5810, extension 1125, or [dloo@fc.spusd.net](mailto:dloo@fc.spusd.net).



E-mail  
→ Me ←

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# TUITION

TUITION IS DUE ON THE **FIRST** OF THE MONTH. UNLESS THE TENTH FALLS ON A HOLIDAY OR A WEEKEND, THERE WILL BE NO EXTENSION OF THE GRACE PERIOD, SO LATE FEES **WILL** BE APPLIED TO YOUR ACCOUNT IF A PAYMENT IS RECEIVED AFTER THE TENTH OF THE MONTH. A \$25 LATE FEE IS CHARGED ON THE 11<sup>th</sup> AND \$10/DAY IS ADDED UNTIL THE 17<sup>th</sup>, AFTER WHICH YOUR CHILD(REN) WILL BE SUSPENDED UNTIL ALL DUES AND LATE FEES ARE PAID.



→ DON'T  
FORGET!

