

# RENAISSANCE CHILD DEVELOPMENT CENTER

1603 North Cass Street  
Milwaukee Wisconsin 53202  
414-276-1133

## FEE PAYMENT AND REFUND POLICY

1. For current rates, please refer to tuition schedule. All fees are non-refundable. At the time of enrollment, an enrollment fee equal to two weeks of tuition is due. This enrollment fee is in addition to the weekly fee. The two-week advance enrollment fee will be credited to your child's last two weeks at the center.
2. **Payments: *TUITION WILL BE BILLED BI-WEEKLY AND IS DUE BY THE END OF THE FIRST WEEK OF SERVICE DELIVERY. A LATE PAYMENT FEE IS ASSESSED FOR UNTIMELY PAYMENT.***

### Absences, Illness or Vacation

In January, parents will receive vacation coupons for twice the weekly scheduled days for each child. For example, if a child is enrolled at the center full time, the parent will receive 10 full-day coupons; if a child is enrolled at the center part-time, 4 days/week, the parent will receive 8 part-time coupons. The coupons can be used for any day your child is not in attendance, but the coupon must be submitted at least one week in advance.

Coupons are worth one day of day care.

Absent a coupon, there is no refund or credit for days the child is absent.

If, due to illness, a child is absent for more than one week, in the case of a full-time child, or two weeks, in the case of a part-time child, 50% credit will be given for time missed after the first week (full-time)/second week (part-time) if the parent provides medical proof (letter from a physician) of the illness.

### 2. Late Fees

A late fee will be charged for each child at the center after 6:30 p.m. The current late fee is listed in the fee schedule. The clock in the Director's office is the gauge for the correct time.

The late fee must be immediately paid to the staff member on duty or arrangements must be made with the staff member to pay the late fee. Failure to pay the late fee is grounds for discharge from the center.

Children at the center after 7:00 P.M. may be released to Protective Services.

3. NSF checks will result in a charge.

4. There is a 15% sibling discount for families that pay full tuition with no subsidies.

The child with higher fees pays full tuition and all other siblings will receive the 15% discount.

5. Activity fee. For children two and older, an additional \$50 activity fee will be charged annually.