

# IU Northwest Child Care Center

## Payment Policies

Child care is to be paid for in advance of care. Payment is due the first day of the week a child attends. An additional charge of \$1.00 per day will be added if payment is not made on the 1<sup>st</sup> day.

1. All children must have all enrollment forms completed to be registered. There is a registration fee per child and an hourly or weekly charge. Hourly charges are for full hours only and weekly charges are for a maximum of 50 hours.
2. The returned check fee is the same as Indiana University.
3. Checks should be made out to Indiana University.
4. Parents are responsible for fees not covered by subsidy programs.
5. Parents MUST call before bringing their child if they are not already scheduled for the day.
6. There is NO credit given for hours not used for the week of payment.
7. There is a minimum payment of 4 hours per week per child.
8. Failure to make regular payments for 2 weeks will cause your enrollment to be cancelled until payment is made.
9. See child care director if you have any questions regarding payment.

I agree to pay IU Northwest Child Care Center for all scheduled hours, extra hours and penalty charges at the current rates. I have read the above payment policies of IU Northwest Child Care Center and agree to abide by these policies.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

*Revised 08/06*