



## **Metro East Montessori School**

### **After Care Financial Guidelines**

1. The hourly charge is \$5.50. We will bill you in 15 minute increments (in our favor). There is no cost for the afternoon snack.
2. The first week of each month, you will receive an itemized statement indicating the attendance of your child, any applicable late fees, etc. This monthly charge is payable the day the statement is issued (see #3). **KEEP THIS STATEMENT AS YOUR RECORD FOR TAX PURPOSES. Payments are due on the 15<sup>th</sup> of each month.**
3. On the 20th day of each month, if this fee is not paid, your account shall be subject to a delinquent payment charge of \$25.00 plus 18% per annum.
4. If Before and After Care payments are one month in arrears, your child will be withdrawn from our Before & After Care Program and this unpaid balance will be immediately due and payable.
5. Our After Care closes at **5:30 P.M. SHARP.**  
A \$10.00 fee will be charged for each FIVE MINUTES that you are late in picking up your child after 5:30 P.M. (this charge is incurred at 6:01 P.M.) per child.
6. If you are late picking up your child from the classroom, we will send your child to After Care and you will be charged the appropriate fee.
7. If an emergency arises and you need us to send your child to the After Care, please telephone us so we can explain to your child or you may talk with your child. You will be charged the appropriate fee.
8. Our itemized statements meet the optimum requirements of the IRS in proving your child care claim.  
**Our FEDERAL ID is # 37-0948299.**
  - a) Keep these statements with your Income Tax papers. Do not give this statement back to us.
  - b) Our Sign-In and Sign-Out Policy also protects you in proving your child's use of our Before and After Care Program.
  - c) **ALWAYS SIGN YOUR CHILD'S FULL NAME AND YOUR FULL NAME.**