

Fee and Refund Policies

Payments Due: Payments are due in full by Friday at 6:00pm prior to the week of care. Payments can be made in person or put in the gray tuition box at the front desk. Please pay by credit, check, money order or cash. There is a 1% discount if you pay by check.

Late Payment: If we do not receive a payment each Friday by 6:00pm, there will be a \$10 late fee charged to your account on Monday. If the balance is not paid in full by Monday at 6:00pm and there have been no payment arrangements made, child care services will be refused the following day until the balances is paid in full.

Days off Credit: Each child will receive two weeks of their regular enrollment to be used for days off. For example, if your child attends two days per week, you will receive four days of credit to use. Vacation requests may be filled out two weeks prior to the days off or two weeks after the days off. After the two weeks, day off requests will not be submitted. After the credits have been used, full tuition will be due whether your child is in attendance or not. Credit slips must be returned to the reception desk. You will accrue more days at your child's yearly anniversary day. Days may not be carried over. You may use these days for vacation, sick or holidays we are closed. . If you are a Waukesha School District teacher and your child will not attend holiday breaks or spring breaks, 50% of the weekly tuition will be due or you can use your vacation days you are given based on your child's schedule. If you dis-enroll your child for the summer, 50% of tuition is due to hold your child's spot. No reenrollment fees necessary. If your child misses more than 3 days in a week due to a communicable disease and all your vacation credits are used, only 50% of their weekly tuition is due. A doctor note is required.

Late pick up: For any child picked up after 6:00pm, there will be a charge of \$1.00 per minute.

Schedules: There is a two day minimum requirement for all ages. There are no half days available for children up to two years of age. Half days are available for children over two years of age. Half days are defined as 7:30-12:30 or 12:30-5:30. Our full day rates are based on a 10 hour day. Any child that is in our care for more than 10 hours will be charge \$10 per hour. If you dis-enroll your child(ren) for more than a month, 50% of the tuition is due to hold the space. If this payment is not received, the space will not be held and a registration fee will be required to re-enroll. All children's schedules will be set for each week. We will not accept rotating schedules.

Switching Days: If you need to switch days for attendance during the week, there will be a \$5.00 charge to do this. We must have a 24 hour notice for any schedule changes. Space must be available to accommodate the change.

Returned checks: There will be a \$25 charge for any returned check.

Family Discount: A 10% family discount will be given to the second and third child in the same family. The discount will be given on the youngest child(ren).

Enrollment Fee: There is a one time, non-refundable registration fee of \$50 per child or \$65 per family due at the time of admission.

Referrals: Any family that refers another family to The Lawrence School will receive 1 extra vacation credit after the family has been enrolled for 90 days. If you do a review on Google, you will receive 1 free vacation credit.

Fee increase: There will be a tuition increase as economics require. A two week notice of the increase will be given to currently enrolled families.

Additional fees: Additional fees may apply for field trips and special activities.

Fee inclusion: All fees include breakfast, snacks and lunch.