



Payment and Fees

*Payment for Early Care, Wolf Den Daycare and After Care, and Kids' Loft are due at the beginning of each week in order to receive a discounted rate. Otherwise, payments are due at the end of each week.

*You can mail or drop off your payment to the ECEC Office:
320 E. Grand River 651-3100.

*Please make checks to: **Laingsburg Community Schools.**

*Payments are processed on Friday every week. Billing statements are processed on the last Friday of the month.

*If you are unable to make your payment in full, please contact the ECEC Office to discuss the matter. Accounts that reach a total of **\$200.00 must be paid within 10 days** or we will no longer be able to provide services to you until that account is paid in full.

*Payments that result in NSF will be considered non-payment and past due rules will apply. There is a \$10.00 charge for NSF payments.

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**Early AM Care** (6:00am-7:45am) \$5.00/day or \$20.00/week prepaid

\*Early AM is located in the ECEC building: 320 E. Grand River. Children in 1<sup>st</sup> through 5<sup>th</sup> grade will ride a bus from the ECEC to the Elementary School.

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Wolf Den Daycare: (after preschool until 3:00pm M-TH)

\$50.00/ week or \$40.00/ week prepaid *Fridays \$20.00/ day (7:45-3:00)

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**Wolf Den Aftercare and Kids' Loft:** (after school until 6:00pm)

\$60.00/ week or \$50.00/ week prepaid

Half Days: Additional \$10.00/ child

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As Needed Care: \$12.00/ day

*As Needed Care is available for those that do not need care on a regular basis. You must sign a contract and give 24 hours advanced notice if your child will be attending. Policies and procedures for As Needed Care are in the contract.

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**Change in schedule or withdrawal from the program:** A parent may withdraw their child/children from the program or make changes to their schedule at any time. You must put the changes or last date of attendance in writing and provide a copy to our staff and also our billing office at the ECEC. Failure to do this may cause discrepancies in your bill. If you withdraw from the program all unpaid fees must be paid at this time.

**Snow Days and Days off school:** You will not be charged for Snow Days or PD/ Records Days.

**School Delays:** Early AM Care is open during unexpected delays. **Only those enrolled in Early AM Care will be able to attend from 6:00-10:00am, unless you call and make arrangements.** There will be an extra charge of \$5.00 for those who are enrolled in Early AM Care.

If your child is enrolled in our Aftercare programs and you need care on an unexpected delay, please contact the Early Care number and check with the worker who is there. We may have some space for extra children. There will be a \$10.00 charge for that service.

**Wolf Den and Early Care direct line: 651-3108**

**Kids' Loft direct line: 651-3055**

**Preschool: 651-3106**

**ECEC Office: 651-3100**

**Elementary Office: 651-5067**