



BILLING STANDARDS/ FEES 2023-2024

Registration Fees for All Contracts

- All registration fees are *nonrefundable*.
- School year *nonrefundable* registration fees are \$50 per child and \$100 per family.
- The *nonrefundable* registration fee for Summer Camp is \$50 and Break Camps is \$25. Summer camp family registration fee is \$100 and Break Camps family registration fee is \$50.
- Registration fees for DES approved students and WESD employee students will be discounted 50% off original fee. (No additional discount given for promotional or early registration time frames)
- McKinney-Vento student registration fees are waived upon district approval (limited availability).
- Registration fees may be discounted or waived throughout the year by program staff for special circumstances or program promotions.

Fees for Enrollment

- Nonrefundable registration fee and the first week payment or first month for ECE are due at time of online registration approval.
- Returning families with past due accounts must be paid in full.

School Year Weekly Contracts

- Customer is liable for the fees stated in the current contract until a new contract or withdrawal form is submitted online. All contract changes are due 2 weeks in advance prior week being invoiced.
- The weekly contracted rate is \$40 for PM care and \$15 for AM care.
- **Contract schedule changes and withdraws must submitted online for approval and before the contract week has been invoiced. Accounts are invoiced on Mondays one week in advance to your contracted week.**
- Billing rates are charged weekly according to the most current contract on file. Weekly charges will continue until parent submits withdrawal. All contracts must have a minimum of 1 day or week selected.
- There are no credits or refunds given for absences or unused days (ex. sick, child suspension, etc.)
- The weekly rate and monthly rate includes school holidays and closures –NO PRO-RATE.
- The drop in daily rate is \$15 for PM care, if contracted for AM care only. This must be approved and space must be available in the program.
- The drop in daily rate is \$6 for AM care, if contracted for PM care only. This must be approved and space must be available in the program.
- Drop in days that are used will be billed at the drop in daily rate.

- The option to select contracted days is available so parents do not need to notify site of student absence on days not selected. Accounts are billed the weekly rate regardless of days selected.
- Sibling Rate applies only to the oldest children.

General Billing Standards for All Contracts

- Statements will be emailed. It is the parent's responsibility to review weekly for accuracy.
- Statements will include: the following week's contracted fee and any other miscellaneous charges.
- All account balances are to be paid in full by Friday.
- A \$10 late payment fee will be charged each week on all accounts that have a balance after Friday.
- Payments are accepted online through your KidSpace Eleyo account. **NO CASH/MONEY ORDER/CHECKS ACCEPTED.**
- A child finder fee of \$5 will be charged for any absences that are not reported to KidSpace before school dismissal on the day your child is absent from the program. (This only applies to children scheduled in the PM program.)
- A \$25 NSF fee will be charged, in addition to the principal amount, for any NSF transaction. Payment for NSF charges must be made online through your KidSpace Eleyo account. Accounts with excessive NSF charges may be withdrawn from the program.
- Children may be withdrawn when account has a past due balance or has excessive late payments.
- Reinstatement after withdrawal (voluntary or involuntary) requires a \$25 fee per family.
- Summer/Fall/Winter/Spring Break weeks will *not* be billed according to the school year contract (except ECE during Fall, Winter and Spring break). If there is a week with no school, a Camp Contract must be submitted online for approval.
- Refunds may be requested in writing after withdrawal from the program if there is a credit on the account. Refunds may take up to 30 days to be processed and will be mailed to current address on file.
- \$3/minute per child will be charged after 6:00 PM. These charges are added to accounts the following week and must be paid in full by the following Friday to avoid late fees. After 3 occurrences, child may be withdrawn from the program.
- In the event that parents or emergency contacts cannot be reached after the center closes, WESD has been advised to contact the Phoenix Police Department or Department of Child Safety.

DES Contracts

- DES financial assistance is available for income-eligible families. If authorization expires, parents are expected to follow the same guidelines as families not receiving financial assistance. The customer will be responsible for paying any additional charges on the invoice.
- For DES families on weekly contracts, accounts will be charged according to the contract on file one week in advance. No credit will be given for absences or unused contracted days.
- A \$1 non-contracted rate will be charged in addition to the copayment for AM and/or PM non-contracted day that is used.

Monthly Contracts (4 Year Old Program)

- All payments are due on or before the first Friday of every month and are a flat monthly fee regardless of the amount of days in the month.
- A \$10 late fee will be assessed on all accounts with a balance after the first Friday of the month. After the first of the month all accounts with a balance will be billed \$10 each Monday until the account balance is paid in full.
- Accounts with a past due balance will be recommended for **disenrollment of the child by the Program Supervisor.**
- Contracts starting on or after the sixteenth day of the month will be discounted by 50%.
- There is no proration or credit given for new enrollees who enroll before the sixteenth of the month.
- Any attendance during non-contracted time will be charged at a daily rate of \$25 for less than 6 hours, or \$35 for 6 hours or more. These charges will be added to accounts the following week and must be paid during that week. A late pick up fee of \$3 per minute will apply after 6:00pm.
- All contract changes/withdrawals are due prior to the first day of every month. There will be no refunds for any unused days during the month.
- Sibling rates only apply to the oldest children. The youngest child in the family is charged at the standard contracted rate.
- Monthly contract fees stay in effect during the school year, including Fall, Winter, and Spring breaks. You may choose to register for a camp location during these breaks to attend and utilize the same hours on your current monthly contract. Space is limited during camps and priority will be given on a first come basis.
- For DES families on monthly contracts, accounts will be billed one month in advance.

Summer/Fall/Winter/ Spring Camps

- All contracts must be submitted for approval by the deadline stated. All customers will be billed a nonrefundable registration fee.
- No credits will be given for unused contracted days.
- A cancellation fee of \$25 may be charged for unused weeks.
- Contract schedule changes and withdraws must submitted online for approval and before the contract week has been invoiced. Accounts are invoiced on Mondays one week in advance to your contracted week.
- DES customers: Prepayment of weekly copayment is required.

Online Payments

- Online payments are accepted through Eleyo at the following website:
<https://wedschools.ce.eleyo.com/>