

Queens Community House After School Services @ P.S. 499 Billing & Payment Information and Agreement



Payment Information:

For your convenience our yearly tuition of \$3,300 can be paid in one of three ways:

- In one payment of:
First Child: \$3,300
Second Sibling: \$3,250
Third Sibling \$3,200
- In two payments of:
First Child: \$1,660 due at registration and the second for \$1,660 due January 15, 2020.
Second Sibling: \$1,625 due at registration and the second for \$1,625 due January 15, 2020
Third Sibling \$1,600 due at registration and the second for \$1,600 due January 15, 2020
- In 9 monthly payments:
First Child: \$340, the first payment due is \$680.00 upon enrollment.
Second Sibling: \$335, the first payment due is \$670.00 upon enrollment
Third Sibling of \$330, the first payment due is \$660.00 upon enrollment

Please note that this includes the first month installment and a deposit for the last month of service.

Payments can be made by credit card at site and/or checks. No cash will be accepted.

Credit Card processing fees are applied to all credit card transactions

Convenience fee is applied to Installment payment plans.

Registration Fee: There is a \$50.00 non-refundable registration fee per application.

Information regarding payments and fees:

- Payments not received **by the 5th of the month** will be subject to a \$25.00 late payment penalty. If payment is not received by the 5th of the month, your child will be removed from the program as there is no deposit to cover that payment. It will be considered as a voluntary withdrawal from the program; **forfeiting any portion of the deposit already paid.**
- All **bounced checks** are subject to a **\$30.00 processing fee.** You will receive a bill for this fee separately from your monthly bill.
- Please note that the semester or monthly billing cycles are a flat rate and will not be pro-rated.

Late Pick-up Policy

A late fee will be charged if a child is picked up after the designated dismissal time. \$15 for the first 15 minutes, or part thereof, and \$15 per every 15 minutes or part thereof after, will be charged per student; any charges incurred will appear on the next billing cycle's invoice. **Any student with more than four late pick-ups within a 30-day period will be subject to discharge.**

Refund Policy

Queens Community House (QCH) is a non-profit organization and **does not receive public funding from outside sources at your child's elementary school. This program is entirely supported by parents.**

All funds collected are used to enhance and reinforce the after-school services provided for your child/ren. Please note that you will be refunded 50% of remaining tuition if voluntary removal of child occurs on or before February 28th, 2020.

Removing your child from the program does not reduce the fixed expenses incurred by the organization (including but not limited to the building permit & security). Staff members are pre-scheduled and expenses are incurred months in advance.

A. Voluntary Removal from Program

If a parent voluntarily elects to remove their child/ren from the after-school program for any reason, a refund will be provided based on the amount of time of services rendered within the billing cycle.

B. Disciplinary Removal from Program

For violations of Articles 3, 11, or 14 of the Student Behavioral Contract in the QCH Parent Handbook, your child will be immediately removed and the above-mentioned policy applies. Please refer to the Student Behavior Contract in the Parent Handbook.

In the event QCH has exhausted all strategies in assisting your child/ren in modeling positive behavior, we may request that your child be removed from the program. On these rare occasions, no refund will be given for the current month, but you will be given a refund for your deposit or any part thereof that you have paid if the date is prior to March 2, 2020.

C. Medical Injury or Illness

In the event that your child is unable to complete the program year due to serious injury or illness, a medical note needs to be provided. A refund for the current month cannot be granted. However, a refund will be determined on a case by case basis and issued only with a doctor's note.

