### **Payments and Fees**

Parents are billed monthly and tuition is due the first Friday of the month. Payments may be made with cash, check or credit card, and may be deposited in the locked box outside the front office door. Receipts are available upon request.

# Sibling Discounts

Kid's Castle offers a 20% discount off of care for the oldest child.

W2 Program

The State of Wisconsin W2 Program is accepted. It is the responsibility of the parent or guardian to provide the necessary documents needed for us to bill the State of Wisconsin for their child's care. It is also the responsibility of the parents or guardian to pay any co pays that occur and any monies that the W2 Program does not cover.

#### Account Balances

Kid's Castle provides the parents with an invoice stating those balances on a monthly basis. It is expected that balances be kept in good standing at all times. There is a \$25.00 NSF Fee added to the account for any returned checks.

Families are billed based on a contracted schedule. Parents are required to pay for all scheduled days even if the child does not attend.

**Please Note**: Parents should save all receipts for childcare costs for tax purposes.

Kid's Castle's FEIN #26-4822953

#### Late Fees

Late fees associated with continual late pick up of children after 6:00pm will be at the discretion of the director upon the situation. Failure to pay tuition or make payment arrangements (and follow through with them) will result in termination of services.

Kid's Castle would like to remind parents and guardians that we operate with a computerized billing system and that due to technical difficulties; they should not rely on that service. It is their responsibility to calculate their balances and make the appropriate monthly payments on time.

## **Inclement Weather and Snow Days**

In the event of that Kenosha Unified School District #1 cancels school due to inclement weather, before 6:00 a.m., Kid's Castle will offer a "snow day" at the Green Bay Road location from 6:30 a.m.-6:00 p.m.

Staff will make every effort to arrive at Kid's Castle by 6:30 a.m. on snow days.

\*Please note: If weather is severe, a parent or guardian must call Kid's Castle (657-7413) prior to dropping off their child to assure that adequate staff have arrived despite hazardous conditions.