



Oregon City Day School Tuition Policies

- 1) **YEARLY SUPPLY FEE:** A supply fee will be charged to each child each September and again each June. Oregon City Day School will replenish supplies throughout the year as needed. The supply fee is in addition to the regular tuition and will be prorated for registrations occurring October through May.
- 2) **REGISTRATION FEE:** A non-refundable registration fee will be charged upon enrollment to secure your child's placement. This registration fee will secure your child's placement for a period not to exceed two weeks. This is a fee separate from tuition.
- 3) **TUITION PAYMENT:** Tuition is due in advance by the 1st of each month. Billing will occur by the 25th. There will be a late fee on any tuition paid after the 5th. Tuition payments must be made within five days of the due date in order to continue school privileges. If you would like to pay twice a month, ½ of the tuition is due by the 1st and the remainder by the 15th. A service fee will be charged for this privilege. Tuition rates are subject to change with a 30 day written notice by the center. There will be a 5% discount for those wishing to pay the years tuition upon enrollment. If tuition is paid yearly, a minimum 30-day notice will be required if you must withdraw from care before your year's renewal. A reimbursement on prepaid tuition will be determined by the amount of time left on your year's contract, and at Oregon City Day School's discretion.
- 4) **LATE PICK-UP FEE:** Children who are not picked up by our 5:45 PM closing time will be charged per minute, per child until picked up. Late pick-up fees are due in full before your child can attend again. Children who are on the Half-day program must be picked up at the five-hour mark. If the child is here more than five hours the account will be charged an hourly rate.
- 5) **RETURNED CHECKS:** There will be a \$35 charge for returned checks.
- 6) **VACATION:** Upon enrollment each child will be awarded one (1) week of vacation credit in accordance with their regular scheduled week. Each September, vacation credits are re-set and each child will receive two (2) weeks vacation credit in accordance with their regular scheduled week to be used by the following September. Vacation credit may not be carried over to the following calendar year. Vacation credit is a courtesy extended from OCDS to our families. It is not redeemable upon withdrawal from OCDS and may not be used as a two week notice. Tuition is due by the 1st of the month regardless of when vacation dates are scheduled. Please make payment arrangements in advance to avoid late fees.
- 7) **ILLNESS:** Full tuition is due for absence due to illness or absences. PLEASE NOTIFY THE SCHOOL BY 8:00 AM WHEN YOUR CHILD WILL BE ABSENT.
- 8) **WITHDRAWAL:** 30 days written, pre-paid notice is required in order to avoid full payment for the month.
- 9) **TERMINATION:** Oregon City Day School may terminate a child's enrollment by giving a (1) week notice to the parents.
- 10) **EXTRA DAYS/DROP-IN DAYS:** Extra days or drop in days may be available upon request. Extra days will be charged at the daily rates depending on the hours in attendance. CHECK IN ADVANCE TO SEE IF WE HAVE SPACE ON ANY GIVEN DAY.
- 11) **HOLIDAYS:** The center is open year-round. There is no reduction in tuition for absences due to illness, holidays, inclement weather closures, closures due to forces of nature, or when the school is closed for annual maintenance.