



197 Northfield Road
Northfield, IL 60093
Phone 847-441-0123
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Pricing and Payment Policy

Pricing:

Tick Tock pricing is all done on an hourly basis, including part-time and full-time care. Families can pay for each visit individually at the time of pick-up or they can purchase blocks of hours for convenience and savings. Specific rates can be found on our most recent pricing chart. As well as the hourly fees, there are other fees for additional services:

Additional Fees (see pricing chart for specific information):

- **Annual Registration Fee** – due each year from the time of registration
- **Lunch**
- **Drop-in Fee for Infants and Toddlers** – if advance notice is not given there will be an additional fee per occurrence
- **Late Pick Up Fee** – Families that pick up their children later than 5 minutes after closing, will be charged late fee per minute
- **Cancellation Fee** – additional fee per child if we are not notified of a reservation cancellation
- **District 29 Transportation** - charge per trip – cancellations must be received by 10:00 AM on the day of the pick up or you will be charged the full fee
- **Diaper Fee** - fee for each diaper supplied by Tick Tock

How charges are calculated:

Charges are calculated in 15 minute increments. Times will be rounded up to the next quarter hour (i.e. 3 hours and 5 minutes will be considered 3.25 hours). There is a one hour minimum. The youngest child is considered the first child.

Full Time Program:

Full time is considered a minimum of 25 hours per week for a period of one month or more and includes lunch. The 25 hours can be averaged out over the month (i.e. 30 hours one week, 20 hours the next). The days and hours are flexible and can change from week to week. If your child is sick or you go on vacation, you do not pay for the time your child is not here.

Payment:

Timing of payment:

It is Tick Tock's policy that payment be made either at the time of service or as *pre-paid* blocks of hours. We can automatically charge your credit card when you run out of hours saving you time at check out.

Forms of payment:

Cash, checks and credit cards (Master Card and Visa) are accepted. A \$20 fee will be charged for each returned check.

Pay as you go:

You can pay for each visit individually with payment due at the time of service.

Blocks of hours:

Blocks of hours can be purchased for convenience and savings. Blocks are *pre-paid* hours that can be purchased per family. Lunches and other additional charges can also be deducted from blocks of hours.

If you choose to purchase a block, Tick Tock will track your hours. When your account has \$50 or less remaining we will provide you with a statement detailing the charges. Prompt payment is appreciated.

Blocks of hours do not expire provided the registration is kept current, which includes payment of the annual registration renewal and providing any updated forms (including medical forms) necessary.

There will be no refunds on unused blocks.

Full time payment:

Full time hours are the same as the Family Blocks. The rate you pay per hour is based on the Block purchased.

Past due accounts:

It is Tick Tock’s policy that payment be made either at the time of service or as *pre-paid* blocks of hours.

In order to get the discounted rate for a block of hours, the account must be up to date. If an account is more than \$50 past due you will be charged the full hourly rate until payment has been made. Once payment has been made, the discounted rate will *not* be retroactive.

If an account is more than \$200 past due, the family will be unable to participate in our program until payment or arrangement for payment has been made.

After 30 days, past due amounts will automatically be charged to your credit card.

- I understand that rate schedules are not guaranteed for any specific length of time and are subject, in the sole discretion of Tick Tock hourly child care, to change at any time upon sufficient notice.
- I have reviewed the center’s pricing and payment policy, including information on late fees, and I will adhere to the policies as explained.

Parent/Guardian Signature

Date

Print Name