

## Late Payment Fee

### Little Ones, School-Age School Year, and Summer Camp:

Failure to pay a tuition payment that was due on a Wednesday, before 11:59pm on Friday night of that week (two days later), will result in a \$30 Late Payment Fee charged to the account and an account status of "delinquent" (effective on that Saturday morning). If the payment plus Late Payment Fee remains unpaid at 11:59pm on that Sunday night, the child/children on the account will become suspended (effective on that Monday) and will not be allowed to attend the Clubhouse Kids program.

Having trouble making timely payments? A Clubhouse Kids "Payment Plan" (not available during school-age summer camp) may be available if requested: 1) after your first payment of the school year has been paid; and, 2) when the account is not in "suspended" status. Contact the Main Office for more info.

During summer camp, after the initial camp week deposits are paid at enrollment, remaining camp week balances are billed weekly according to the regular payment schedule. A child may not attend a summer camp week until that camp week's remaining balance, and any related fees, have been paid.

## Account Suspension Due to Non-Payment

### Little Ones and School-Age School Year:

Failure to pay a tuition payment that was due on a Wednesday, before 11:59pm on the following Sunday, will result in account suspension effective Monday immediately after the Sunday, and children on the account will not be allowed to attend the Clubhouse Kids program.

In such a scenario, at Clubhouse Kids discretion, and depending partially on whether a waitlist currently exists for the applicable classroom/age group at the center or not:

- We may immediately withdraw the child/children from their enrolled plan, and offer their spot(s) to another family, at which time billing for the enrolled plan(s) will discontinue; or,
- We may continue to hold the child's/children's spot(s) in their enrolled plan for up to two-weeks past the 11:59pm Sunday date/time when the suspension occurred, during which time billing for the enrolled plan(s) will continue. After this up-to-two-weeks (maximum) period has elapsed, if the overdue payment plus Late Payment Fee remains unpaid, the child/children will be withdrawn from their enrolled plan(s), billing for their enrolled plan(s) will discontinue, the account will be sent to collections, and the child's/children's spots in the program will be offered to another family.

If an account becomes suspended for any reason, the full account balance due must be paid-in-full prior to consideration of removing the suspension status.

**Children on any Clubhouse Kids account which is sent to collections for any reason will become ineligible for all current and future Clubhouse Kids programs/care/camp.**