



## Payment Policy & Procedure

### **Title XX:**

- All Family Fee Tuition is due no later than the **5th** of every month.
- A \$20 late fee will be charged for any payment received after the **5th** day of the month.
- If payment is not received by the **15th** of the month, the student will not be able to attend It's A Kidz World until the Family Fee Tuition is paid.
- Any additional payments not covered by Title XX will be due **immediately** before the child can attend again

### **Private Pay:**

- Families Tuition is due every **MONDAY** of the week prior to the child's attendance for the week.
- Payments made after close of business **MONDAY** will include a \$20 late fee and an additional \$5 per day after that until payment is received in full.
- If payment is not received by the end of the two-week period, your child will not be allowed to attend It's A Kidz World until the financial obligation is met.

### **Returned check fee:**

- There is a **\$35** returned check fee (fee that the bank assesses)

### **Registration fee:**

- **\$50** registration fee is non-refundable and is due when your child is enrolled in IAKW

### **Withdrawal/Attendance:**

- It is imperative that a two-week written notice be given when a child is withdrawn from IAKW.
- Tuition is still due even when your child is not in attendance at IAKW

### **Type of payment:**

- Payments may also be made by Credit/Debit Card, Cash, Cash App, Money Order or Check.
- Please place in the payment mailbox (white) located on the wall behind the front desk.
- All payments will be provided with a receipt via text, email or written from the director

### **Applicable:**

- This policy applies to all children in our care.

**Communication:**

- This policy will be included in our parent handbook and is in the registration papers.
- Parents are to read and sign indicating their agreement to pay.
- A separate tuition schedule will also be giving to each family at the beginning of the new fiscal year.
- Late notices will be given when tuition is past due according to the set schedule each family has been given

**Review:**

- The Director and the IAKW administrative team will review this policy on an annual basis during the summer when the parent handbook is reviewed.

**I have read the tuition Payment Policy and agree to abide by the policies and procedures as specified by the It's A Kidz World Management Team.**

**Childs Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Revised 06/2025**