



## Special Kare for Special Kids

### Fees and Payment Schedules/Guidelines

#### Fees:

Registration (Due in Fall and Summer) \_\_\_\_\_

Tuition \_\_\_\_\_

- **Your child's weekly fee should be paid on the first day of their week.**  
(Example: If your child attends Special Kare on Monday and Tuesday, then their fee is due weekly on Mondays when they arrive. If they attend Special Kare on Wednesday and Thursday, then their fee is due weekly on Wednesdays when they arrive.)
- **There will be a charge for late payment of weekly fees.**
- **If your child is absent from Special Kare, their total fee is still due.** I must be able to maintain payment to employees and rent/utilities whether all children are present or not.
- **You may write checks for your child's payment made payable to: Special Kare, however, if it is returned due to insufficient funds, you will be on a cash only basis from that time forward. There is a fee for returned checks of \$10-\$20 per check.**

**Please turn in your payment envelope at the SK Welcome Center.**

### Arrival and Departure Procedures

Arrival Time: 9:00 am

Pick-Up Time: 11:45 am

- Upon arrival, please park and bring your child/children into the building.
- Take your child to his/her classroom and sign them "in". Also inform the teacher of any important info: changes in who will pick up the child, recent seizure activity, etc. **Please DO NOT leave your child in the room if no teacher is present.**
- **Please do not linger after leaving your child.** We need to begin class promptly at 9 am. Also, please try to be on time with your child.
- When picking up your child, park and come into the building to get your child from his/her classroom. Be sure to sign your child "out" and let the teacher know they are leaving.

**\*\*\*\*Please be on time. Pick-up time is 11:45 am. There will be a late fee of \$5.00 added to your weekly fee when you are late picking up your child. \*\*\*\***