

St. Joseph School
Latch-Key Program
Policy on Fees

The following policies are designed to insure regular and sufficient income to cover operating costs.

FEES:	1 Child	\$3.00 per hour
	2 Children	\$5.50 per hour
	3 or more Children	\$7.00 per hour

Early morning drop-off: 6:45a.m. – 7:45 a.m.	\$2.00 per day per child
7:15a.m. – 7:45	\$1.00 per day per child
(No charge between 7:45 and 8:00)	

Calculation of fee:

Fees are calculated to the quarter hour. There is a **\$5.00** late fee for every **15 minutes** after 6:00p.m.

Payments:

Billing will be biweekly.

If a check is returned for insufficient funds, there will be a \$30.00 processing fee, in addition to the amount of the check. This must be paid before the child is allowed to continue attending. If a check is returned a second time, all future payments must be made by cash or money order.

Days Available

The St. Joseph Latch-Key Program will be available whenever St. Joseph School is open. The program hours for pre-school or pre-kindergarten are from 11:00 a.m. until 6:00p.m.

Account Balances:

All accounts are expected to be current at the beginning of each month. If carry-over balances exceed \$50.00, the child/ children report card(s) will be held and will not be permitted to attend latch-key until accounts are paid in full.