

Many families have a more or less regular schedule that they follow for dropping off and picking up their children for child care. You will be able to select a plan that represents the **average** hours per week you expect to use child care services. Each plan is identified by a specific **color**.

Because many families need documentation for employer reimbursement or for tax records, we will issue receipts upon request (to the Administrative Office) for the amount of your chosen plan. You will be receipted according to payments received. Please retain these receipts for year-end tax records. You may also request a year-end tax statement.

Your childcare payment options are as follows:

FACTS PAYMENT: Parents who pay tuition on the monthly FACTS payment plan will have the monthly child care fee added to their FACTS payments.

MONTHLY PAYMENT: Parents who prefer to pay monthly must submit payment by the 25th of each month for the following month. You will not receive a monthly invoice. Late payments will incur a \$25 late fee. Parents who pay tuition annually, or by semester, may pay their child care fees annually or semi-annually as well.

CREDIT CARD: Parents who prefer to pay monthly may choose to pre-authorize payment by credit card on the first of each month.

Please note that the monthly child care fees are ANNUAL amounts and are paid over 10 months. There may be a pro-ration of fees when plans begin, end or change during the year.

You must sign your child in and out on a sign-in sheet each time you drop off or pick up your child. These records may be checked from time to time to assure that average usage falls within the range of the chosen plan. Adjustments can be made for future months for schedule changes or for under-usage or over-usage. Adjustments will not be retroactive but will affect the next and subsequent months' billings. Adjustments will not be made for sickness, absences or unexpected school closures.

Child care Options

GOLD: The GOLD full time rate (15+ hours per week) includes all-day child care on non-school days falling within the school year. Excludes holidays. See school calendar. Availability may vary by campus.

Annual fee, per child	first child	\$3210	additional*	\$2750
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GREEN: The GREEN full time rate (15+ hours per week) is for those who normally use child care both before and after school and/or average more than three hours per day (15 hours per week). School days only.

Annual fee, per child	first child	\$2800	additional*	\$2450
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YELLOW: This is the plan you will choose if you expect your child to use child care services at least 10 hours but less than 15 hours a week. *Example:* If you use child care daily, this plan will allow for up to three hours a day, or you may need four hours per day for only three days per week.

Annual fee per child	\$2290
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BLUE: This is the plan you will choose if you expect your child to use child care services at least 5 but less than 10 hours per week. *Example:* If you require only before-school or only after-school care for an hour to 1-1/2 hours a day, or if you need both before and after-school care only two days a week for 2-1/2 to 5 hours, this plan is for you.

Annual fee per child	\$1530
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PINK: This is the plan you will choose if you expect to need child care services for your child less than 5 hours per week. *Example:* You normally leave your child in child care a half-hour before or after school each day, or you need two hours on 2 days each week, or 3-4 hours only one day a week.

Annual fee, per child	\$820
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TAN: If none of the above plans is chosen because you expect to use child care only occasionally, you may purchase a punch card for \$50.00. This entitles you to ten hours of child care services. The Tan card will include 20 slots representing 1/2 hour segments and will be rounded to the 1/4 hour. The Tan card will be kept at the sign-out table to avoid loss, and the parent will be asked to observe and agree to the amount cancelled. The child care worker on duty will initial and date each cancellation. The parent should be prepared to purchase a new punch card when the old one is expired.

Tan card	\$50
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Parents may sign up for all-day care on non-school days for an additional fee of \$45 per day, per child, payable in advance. The school will notify parents of the cutoff dates for signing up for these days.

***'Additional' refers to children in same family using same child care plan.*

Please note below for other charges that may apply. **Note that if you are using a FACTS payment plan, these fees will be added to your next FACTS payment unless paid at the campus when the child is picked up.** You will receive a notice of the change in your next FACTS payment.

Failure to sign: State law requires that your child be signed in and out each day by a parent or responsible party. Failure to do so will result in a fee of \$10. Full signature is required.

After hours fee: Regardless of which plan is selected, there will be an additional charge of \$5.00 for each five-minute segment after 6:00 p.m. **This fee is *in addition to the monthly fee for your plan, and should be paid when the child is picked up,***

After hours fees, if not paid at the time the child is picked up, or added to FACTS, are billed at \$10.00 per 5-minute segment.

Drop-in fee: When a parent leaves a child in child care, but has not chosen one of the available plans or purchased a tan card, the hourly rate will be \$5.50 per child per hour, **payable in check or cash when the child is picked up.** Time is rounded to the next-hour for calculating the amount due.

Drop-in fees, if not paid at the time the child is picked up, or added to FACTS, will be billed at \$11.00 per hour, payable upon receipt.



BEFORE AND AFTER SCHOOL CHILD CARE OPTIONS

2012-2013

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