



SARATOGA UNION
SCHOOL DISTRICT

IMPORTANT TREEHOUSE REMINDERS

Invoices for each month's child care payments are emailed the last week of the prior month and are due on the 1st of every month through May 2020.

Late/Returned Payment Charges:

Payments are due no later than the *first business day of each month* each month. Payments not received within five (5) days from the due date will be assessed a late charge of \$25.00. All returned checks and insufficient fund notifications will be assessed a \$25.00 fee. The Treehouse may terminate child care services for delinquent tuition.

Charges for Late Pick-up:

Tree House closes promptly at 6:00 PM. A fee of \$1.00 per child per minute will be charged for late pick-ups. After two late pick-ups, the late fee will increase to \$5.00 per minute. If a child is picked up late three times at the \$5.00 per minute rate, Tree House has the right to terminate services.

Plan Changes:

If you would like to change your plan(s) for child care services, a two (2) week notice in writing is required. The rate sheet can be found in the Registration Packet on our website at: SUSD Extended Day Child Care.

Dropping Enrollment in Program:

Parents who wish to drop their child(ren) from the Treehouse program must provide a two (2) week written notice in writing. Families who are dropping from the program will be charged for the two weeks following written notifications, after which all services will end. Verbal notifications are not sufficient to alert us of a program change.