

**FOREST HILL PRESBYTERIAN CHILD CARE CENTER**

4401 Forest Hill Ave, Richmond VA 23225 • 804-230-2380 • [childcare@fhprichmond.org](mailto:childcare@fhprichmond.org)

**TUITION POLICY**

**FULL TIME: 7:30 AM TO 5:30 PM**

**HALF DAY: 7:30 AM TO 12:30 PM or  
12:30 PM TO 5:30 PM**

<b>18 months - 2 ½ years Program</b>	
Schedule	Bi-Weekly Rate
Full Time	\$630
Half-Day Three days per week	\$360
Half-Day Five days per week	\$500
<b>2 ½ - 3 ½ Program</b>	
Schedule	Bi-Weekly Rate
Full Time	\$575
Half-Day Three days per week	\$360
Half-Day Five days per week	\$500
<b>3 ½ - 5 years</b>	
Schedule	Bi-Weekly Rate
Full Time	\$525
Half- Day Three days per week	\$360
Half-Day Five days per week	\$500

- Flexible full-day schedules may be requested based on availability. Full day rate is \$80/day.
- A 10% bi-weekly tuition discount is given for the second child.
- Non-Refundable Registration fee for new students upon enrollment.....\$125
- Annual Activity..... \$100

**The following may be assessed additional fees:**

- Late Tuition Payment Fee after 5:30PM every other Wednesday:  
 1<sup>st</sup> Missed payment.....\$50    2<sup>nd</sup> Missed payment.....\$75 (consecutive)    3<sup>rd</sup> Missed payment.....\$100
- Returned Check Fee..... \$35
- Half Day students may be charged for pick ups after 12:30 pm or 5:30 pm. If you need extra time regularly, please check with the Director for pricing.
- Late pick up fees: \$1.00 per minute.

**CLOSURES AND HOLIDAY SCHEDULE 2024**

<b>2024</b>	
1/1 New Year's Day	7/4 Independence Day
1/15 Martin Luther King, Jr.	8/29-8/30 Annual School Clean up and Professional Devel
2/19 President's Day – Professional Devel Training	9/2 Labor Day
3/29 Good Friday	11/5 Election Day
4/1 Easter Monday	11/28 & 11/29 Thanksgiving
5/27 Memorial Day	12/24-12/25 Christmas

Payments must be made in advance every two weeks for regular care. Payment obligation is based on the time slot you agree to use for childcare, not on actual hours of attendance. Both full and part-time fees will be charged based on contract days including missed days due to illness, holidays, parent vacations or weather. No refunds or deductions will be made for days your child is absent. Please discuss any extended absences with the director. Tuition payments are due every other Wednesday and are considered late after 5:30 PM on Wednesday.

If tuition is not paid by 5:30 p.m. on the Wednesday before the two-week period begins, your child will be unenrolled and you must pay a \$20.00 fee to re-register your child. If your payment will be delayed until Monday morning because of extenuating circumstances, you must contact the Center bookkeeper before 6:00 p.m. on Friday. If your payment will be delayed any later than Monday morning due to extenuating circumstances, you must contact the Center Treasurer, before Monday morning. If payment is not received, your child will not be permitted to attend the Center on Monday morning.

Tuition will be based on the age of the child when the invoice is sent. Change in a child's age will be reflected in the following invoice. Two weeks' notice must be given when a child is to be withdrawn. If a notice is not given, payment for the two weeks must be made.

I accept the policies of payment to Forest Hill Presbyterian Church Child Care Center as stated above.

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Parent/Guardian Signature

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Date