



Dear Parents:

We appreciate the opportunity and privilege to instruct, love, and care for your children. We strive to provide a safe, fun, and loving environment for your child.

We try to provide reasonable rates for families, however, we do have many expenses to cover and it is important for every family to pay in a timely manner. **In order for us to provide a cost effective program, we have set the following policies for payment.**

1. We prefer payments to be made in advance, before 6:00 p.m. on Friday, for the upcoming week. If payments are not received by 6:00 p.m. on Tuesday, a late fee of \$20.00 will be added to the bill. The late fee is noted in the Parent Handbook you signed when enrolling your child.
2. If payment is made by check and the check does not clear due to insufficient funds, the daycare will add a \$25.00 insufficient fee to the bill, as our account is charged that fee initially when check does not clear. Sorry, but at this time we do not accept credit cards. However, we do accept auto pay through banks, money orders, and cash. When using cash, you must have exact amount as we do not keep cash in the building or we can credit the extra towards the following week.

If a family owes more than 2 weeks tuition, the following policies will be followed:

1. A special payment plan must be submitted by the daycare family and mutually agreed upon with office personnel.
2. Each week's current payment due must remain paid on time while paying extra amount towards outstanding balance due.
3. If using cash for any payments, please enclose it in an envelope at payment box, write your name, amount of cash, date and child's name so proper credit can be given. Envelopes are provided on top of the wooden payment box on the wall of the auditorium/multi-purpose room near doors.

If you have any questions, please feel free to contact the office at (317) 272-3835 or treeoflife.childcare@gmail.com

Sincerely,
Robin Moreland, Director
Annalisa Porter, Assistant Director