

# Putnam Valley Children's Center Financial Policies

*Payments can be made at the Recreation Office or at the Children's Center*

- September tuition payments are due in full 10 days after registration.
- Monthly Tuition is due by the 20<sup>th</sup> of each month or the next business day for the upcoming month.
- A 10% late fee should be added for any late payment.
- Payments can be made at the Center. Visa/Master Card payments can be made at the Elementary School site or the Parks and Recreation Department.
- The PV Children's Center offers a 50% discount for siblings.
- No substituting days unless it is pre-approved by the Director or Asst. Director.
- Electronic payment receipts will be issued by the next business day.
- All additional childcare days are billed separately and include special activities fees. This is due at the time of your monthly tuition payment.
- 24 hour notice is required if your child will be using the Center for an unscheduled day. This must be pre-approved by the on-site Supervisor.
- The school must be notified in writing if there is a change in your child's after school schedule.
- Tuition can be paid in two ways: Monthly (Due the 20<sup>th</sup> of each month) or Full year (Due at the time of registration-receive a 15% discount).

Elementary School PVCC Phone 845-528-4911

Middle School PVCC Phone 845-656-1631

PV Parks and Recreation Phone 845-526-3292