



# Waterford Schools Child Care Services

## Registration Process and Rates

Waterford Schools Child Care is available to students enrolled in the district. Registration is required prior to attending.

### Fees:

TIME RANGE OPTIONS	FEE \$1.75 per 1/2 hr. option
6:30 - 7:00 A.M.	12:01 - 12:30 P.M.
7:01 - 7:30	12:31 - 1:00
7:31 - 8:00	1:01 - 1:30
8:01 - 8:30	1:31 - 2:00
8:31 - 9:00	2:01 - 2:30
9:01 - 9:30	2:31 - 3:00
9:31 - 10:00	3:01 - 3:30
10:01 - 10:30	3:31 - 4:00
10:31 - 11:00	4:01 - 4:30
11:01 - 11:30	4:31 - 5:00
11:31 - 12:00	5:01 - 5:30
	5:31 - 6:00
	6:01 - 6:30

- ✓ A yearly \$50.00 non refundable registration fee per child or \$75.00 per family is due at the time of enrollment.
- ✓ Additional older children in the same family will receive the sibling discount of \$1.50 per option.
- ✓ Billing weekly, invoices will be available every Tuesday, with payment due on or before the following Friday
- ✓ Late Pick Up Fee – There will be a \$1.00 per minute charge after 6:30 pm. Repeated late pick up may result in dismissal from the program.
- ✓ Late Payment Fee – You will be charged a late fee of 5% of your balance for invoices not paid by the due date.
- ✓ Returned Check and EFT's – Will be assessed a fee and must be repaid within one week of notification.
- ✓ Half Day Rates - If your child will need child care on a half day of school, additional 1/2 hour option fees will be charged.

The following forms must be completed and signed by the parent or guardian to ensure placement in the program:

**1. Child Information /Emergency Card**

This form registers your child and saves him/her a spot in the program as well as provides us with necessary emergency and medical information.

**2. Program Contract**

This form is a contract that states you are aware of and understand Waterford Schools Child Care Service's payment policy, billing process, and health information.

**3. DHS Licensing Report Statement**

We are licensed through the State of Michigan Department of Human Services, to keep a notebook including licensing inspection reports, special investigations reports and all related corrective action plans on site and available for review.

You may down load these forms and bring completed forms along with the registration fee to your child care site or to Child Care Services at:

E mail address  
[CHILD CARE@wsdmi.org](mailto:CHILD CARE@wsdmi.org)

Lutes Campus  
 5195 Pontiac Lake Rd.  
 Waterford, MI 48327

**DHS (Department of Human Services)**

Parents interested in financial assistance will need to contact their local DHS office to see if they qualify for assistance. Parents will be responsible for fees incurred until the first payment is made by the State of Michigan. Parents will also be responsible for the percentage of payment not covered by DHS. Registration fees, snack fees and any additional fees not covered by DHS are the responsibility of the parents. Parents MUST submit their Parent Report by internet or telephone, to DHS by the deadline for each pay period. If you miss the deadline, payment to your provider will be delayed, which may result in the loss of care for your children.