



Norridge Park District Tuition Policy

- The Norridge Park District's Early Care and Preschool bills parents according to their child's program and schedule given at the time of registration.
- Parents are responsible for payment on a weekly basis. All payments are due on the last service day of the week, one week in advance.
- All tuition payments are due on Monday of the current week however, payment will be taken up until Friday without penalty.
- In order to receive resident (in-district) rates, the enrolling family must provide a minimum of (2) forms of identification: **Photo ID | Utility Bill | Apartment/Home Lease | Tax Bill | Voter Registration Card**
- In order to receive residency proof must be updated annually.
- Full payment is due for scheduled program days whether or not your child is in attendance; credit is not given for absences, illness, or holidays.
- Payments can be made in cash, check, money order, or credit card (we accept Visa, Master Card, and Discover).
- Payments cannot be taken over the phone.
- Parents may participate in **Tuition Express** an automatic payment program – see the office for information and authorization forms.
- A \$25 fee will be applied in the event that a NSF (Not Sufficient Funds) fee if payment is not applied.
- The Norridge Park District accepts subsidy payments from Illinois Action for Children.
- Parents need to contact the state at (312) 823-1100 for the proper paperwork.
 - It is the state's determination whether or not a family is approved for this subsidy. If approved, the Norridge Park District requires the client to pay the difference between what the state pays and what the Norridge Park District charges for tuition.
- A deposit equal to one week's tuition is required 24 hours before the child's start date. Subsidy clients are also responsible for keeping a security deposit equal to one week's full tuition.
- The deposit will be credited to the child's last week of enrollment only when a written notice has been given to the office staff at least two weeks in advance. Security deposits are not refunded. If we do not receive a written notice the deposit is forfeited.
- Parents are responsible for payment on a weekly basis.
- If a payment is late, an additional charge of \$10.00 per child will be assessed every week payment is not made. This includes families on state subsidy. Service will be suspended for families more than two weeks behind on payments until the account is brought up to date.
- Part-time enrollment is considered 2 through 4 days. The Norridge Park District does not permit part-time hourly rates.
- Parents whose children attend 2 through 4 days are not allowed to swap days.
- All permanent changes in schedules (increasing or decreasing days based on availability) **must be made in writing and including a date and parent signature.** The office staff will make the change and adjust your tuition fees.
- Vacation credit is given to every family (excluding summer only enrollees) who has been enrolled for a minimum of 6 months. At the time one-week credit is earned. When a family is enrolled for more than one year, a vacation credit of two weeks is given. Vacation credits must be taken in full week increments. Children cannot be in attendance during the week vacation credit is taken. Vacation credits cannot be held over. Credits not taken will be forfeited. Vacation credit renews and extends from September 1 through August 31.

I have read and will abide by the Norridge Park District Early Care and Preschool Tuition Policy.

Parent/Guardian Signature(s): _____

Date: _____

Parent/Guardian Signature(s): _____

Date: _____