



# The Ivy League

Before & After School Sports & Recreation Program

## Ivy League Payment and Scheduling Policy

Ivy League Before and After School Program/Kids Fit Foundation is a non-profit organization that provides excellent programming including fitness and recreation, STEM (Science, Technology, Engineering, Math) Education, arts & crafts and homework help. Our goal is to keep the programs at a reasonable rate with parental convenience. Our payroll and operating expenses are budgeted based on the overall number of children scheduled. To help us maintain a quality program and the ability for flexible schedules and schedule changes, payments must be made when they are due. Please adhere to our payment and scheduling policy. In order to avoid any late fees, please pay your balance in full each week on Monday or Tuesday. Your amount due is listed under the accounting button when you sign in your child(ren). Please direct any questions about bills or balance due to the Rec Center's billing department. Below is a copy of our payment and scheduling policy.

### **Ivy League Billing Policy is as follows:**

- Payment is due 1 week prior to attending on Monday or Tuesday.
- If tuition is not paid Tuesday evening for the following week, the credit/debit card or checking account on file will be processed for the amount due plus a \$15.00 late fee on Wednesday morning.
- In order for you to receive credit for a schedule change, a 2-week notice is required.  
**NO EXCEPTIONS**
- A 2-week notice is required when dropping from the program (whether temporary or permanent). Without a 2-week notice you will be responsible for the tuition through the 2-week period.
- There are no exchanging days without a 2-week written notice, (example: This week Tuesday instead of Thursday). \*Must be a written notice to our administration office in Mokena. To exchange days, email notice to [cindy.scroggin@ivyleagueafterschool.com](mailto:cindy.scroggin@ivyleagueafterschool.com), fax to 815-464-1140 or you can call our administration office 815-464-1265 for approval.
- If you need to add days with less than 2-week's notice, you will be billed as follows:
  - More than 24 hr. notice at the 1-day rate.
  - Less than 24 hr. notice at the drop off rate (1-day rate + \$5.00)
  - If you attend a day that you were not scheduled, you will be billed for that day at the drop-off rate.
- There is no credit for sick days, days absent or snow days.
- Responsible payer must have a valid credit/debit card or checking account on file for all accounts, at all times.

**Site After Hours: Please be sure to pick up your child by site closing time. There will be a 5 minute grace period. After the grace period, \$1.00 per minute will be charged per child to your account.**

Please process my payment every Monday automatically.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I understand and agree to all of the Ivy League billing and schedule policy.*