



# CHILDCARE FINANCIAL CONTRACT 2026

New Buffalo Area Schools Daycare  
18732 Harbor Country Drive, New Buffalo, MI 49117

Child's First Name:	Child's Last Name:
Parent/Guardian's First Name:	Parent/Guardian's Last Name:
Parent/Guardian's First Name:	Parent/Guardian's Last Name:

Days of Care	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival	: AM	: AM	: AM	: AM	: AM
Departure	: PM	: PM	: PM	: PM	: PM

Full Time Bi-weekly Installment Rates Over 20 hours/week payable on the 1st and 15th monthly		Part Time Bi-weekly Installment Rates Under 20 hours/ weeks payable on the 1st and 15th monthly	
Independent age 2.5 +	\$550	Independent age 2.5 +	\$350
Dependent age 2.5 +	\$650	Dependent age 2.5 +	\$450
**Independent age 1 - 2.5	\$650	**Independent age 1 - 2.5	\$450
**Dependent age 1 - 2.5	\$750	**Dependent age 1 - 2.5	\$550

\*\* pending state licensing

## Tuition & Financial Commitment

**Annual Rate of Attendance Commitment** Tuition Enrollment in New Buffalo Area Schools Daycare signifies a commitment to the program and its financial terms. Tuition is calculated based on the **annual rate of attendance**, and this commitment reserves your child's place in the program, whether or not they attend on a given day. No refunds or credits will be issued for any absences, regardless of the reason, including but not limited to: illness, family emergencies, vacations or travel, weather-related closures and regularly scheduled holiday closures.

**Tuition Rate Determination (Independent vs. Dependent Toileting)** The specific tuition rate applied is based on the level of care required for your child's toileting needs:

- Independent in all aspects of toileting:** This rate applies to children who can independently manage all steps of the toileting process, including recognizing the need to go, getting to the toilet, managing clothing, wiping, flushing, and handwashing, with no assistance from staff.
- Dependent on aspects of toileting:** This rate applies to children who require staff assistance with more than one step of the toileting process, including diaper changing, assistance with clothing, or wiping.

**Payment Schedule and Policy** All tuition is due in advance of services provided and in accordance with your tuition agreement. All tuition should be paid by the 1st and 15th of the month. The best way to pay tuition and fees is online through Brightwheel. Tuition balances will generally be posted 4-days before the first and fifteenth of the month. Through Brightwheel, you can make recurring or one-time payments online using a checking or savings account for no

additional fee. If you choose to use a credit card, a processing fee will be added to your payment. If online payment is not possible for you, please talk to the Daycare Director about alternate payment methods. Accounts 2 weeks in default or repeated failure to pay tuition by the due date may result in the termination of services. Any requests for exceptions must be made with the Daycare Director through the completion of a tuition payment plan. If the bi-monthly payments are not received by five days after the due date, a \$15 daily charge will be added until your balance is paid in full. Upon enrollment at New Buffalo Area Schools Daycare all families will be expected to sign a statement that they have read, understand, and will abide by the tuition agreement. Receipts can be printed out via your Brightwheel payment portal for employer reimbursement or tax purposes.

**Returned Checks** There will be a service fee of \$25 for any returned checks.

**Family Discounts** Families with more than one child enrolled full-time receive 15% off the youngest child's tuition.

**NBAS Employee Discounts** New Buffalo Area School Employees receive 20% off their child's tuition.

**By signing this document, you agree to the terms and policies described above and in the Family Handbook.**

**Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_