

Mary Linsmeier Schools

Grade School Summer Sizzle Payment Policies & Procedures

MAILING ADDRESS: Please mail payments to:

Mary Linsmeier Schools, Inc.
18735 Pleasant St.
Brookfield, WI 53045
(262)781-3636/ (262)781-8081/ (800)467-8081

Vacation Credit: Credit for days missed from the center will be unlimited for all Backpackers during the summer program, provided there is at least a two (2) week **written** notice given prior to the absence. Any notice given that is less than two (2) weeks will not be credited. Credit for emergencies or unexpected absences will be available based upon the regular vacation policy for the period January – August using Option one, for new enrollments. Current enrollments continue with option previously chosen. (Please reference the vacation/illness form). Any absence exceeding a two week period will be considered a “temporary withdrawal” and a \$20.00 reinstatement fee will be charged upon return. All notices must be **written** (forms are available at the center). **ALL REQUEST FORMS MUST BE SUBMITTED TO THE CENTER.** The center will forward the request to the main billing office for appropriate crediting to your account.

ILLNESS CREDIT: When your child is absent due to illness, you will be required to pay the first enrollment week of illness, or any available vacation credit may be used. You will receive full credit for any additional continuous absence. A **written** notice must be provided **upon return to the center.**

HOLIDAY CREDIT: The center will be closed for the 4th of July Holiday. Credit for holidays was taken into consideration when the fees were calculated for the year. Therefore, there is no additional credit for the holiday unless you use your vacation availability.

WITHDRAWAL NOTICE: A **2 WEEK WRITTEN NOTICE** is required, upon ALL withdrawals from the center. Forms are available at the center.

LATE PICKUP POLICY: If a child is picked up after the center's 6:00pm closing time, you will be billed \$5.00 per child for 1 to 5 minutes late, \$10.00 per child for 6 to 10 minutes late, \$15.00 per child for 11 to 15 minutes late, etc.

SUBSTITUTE DAYS: Please have your child attend only on the days s/he is enrolled. We strictly follow Wisconsin State Laws on child-teacher ratios, therefore we cannot allow a child to make up or switch days.

RETURNED CHECKS: Please be aware that there is a \$35.00 service charge on checks returned by your bank due to: insufficient funds, closed account, etc.