

## KID'S STUFF BILLING PROCEDURES

As a parent of the enrolled child/children, I understand and agree that:

1. I pay for contracted days and hours of service and ***I am responsible for payment whether my child attends or is absent.***

***Days/Hours of service needed:*** \_\_\_\_\_ ***10 hours maximum*** of care per day, for any child.

***Monthly/daily fee*** \$ \_\_\_\_\_ ***Semiannual supply fee, March & September:*** \$25.00 (child care only)

2. I am responsible for the monthly payment of fees, **paid in advance.**

3. Payment is due on the first operating day of the month. A **\$10.00 late fee** will be assessed if not paid by the 5th. Failure to pay on scheduled days is cause for removal from the program. **Delinquent accounts will be sent to a collection agency after 60 days. There is \$20.00 service charge for returned checks. After two returned checks, cash only.**

4. Bills will be sent out by the 1st of each month. I realize I must pay the monthly fee on the 1st of the month whether or not I receive my bill.

5. Vacation days:

***Full time clients:*** 5 days a week at least 5.5 hours daily, will receive **10 vacation days** after six months with **2 weeks advance written notice** and have fees waived, or **5 days vacation** after six months if the reservation fee is used.

***Part time clients:*** 3-4 days a week, at least 5.5 hours daily, will receive 5 vacation days after six months, with **2 weeks advance written notice** and have fees waived.

Reservation fee:

6. Withdrawal of a child for an extended period of time:

There will be a fee of \$150.00 per child, per month, to hold a place for a child/children to guarantee room upon their return. Please give written notice, including date of withdrawal and return. If you use the reservation fee during the year then vacation days will reduce to 5 days, a year with 2 weeks advance notice.

7. Sick days will be credited on an individual basis according to circumstances after 3 consecutive days. See director for more information.

8. The daycare is open 6:30 AM- 6:00 PM any parents arriving after 6:05 PM will be charged a late pick up **fee of \$1.00 per minute** payable at the time of arrival. A **\$ 5.00 fee** applies for every half hour past my scheduled **time.** There is a **ten hour maximum** of care for any child per day.

9. I will be notified one month in advance of any rate increases.

10 I will notify in writing as soon as I know my child will be withdrawing from the program and will give two weeks notice that I am obligated to pay. If I have a credit and want a refund, the center must receive a written request within two weeks after withdrawal.

11. Please let the director know if your child will need daycare on a different day than scheduled. Space is limited.

I agree to pay the agreed fees until a new contract is executed or canceled. I agree to adhere to the Billing procedures as outlined

**Parent Signature** \_\_\_\_\_ **Date Signed** \_\_\_\_\_