

## **Payment schedule**

**I have a "no pay, no play" policy. payments will be made in advance for child care and are due no later than drop off time on the first day of the week the child is contracted for care. If child is in care earlier than normal contracted time, payment is due at actual drop off time. If you do not have payment in hand at drop off do not bring your child to me for care. I will kindly ask you to return with payment. there will be a \$10.00 per day late fee for payment not received as described above. Please do not put me in the position of having to tell your child he/she can not come inside to play.**

**I will accept payment in the form of cash, personal check, or money order. In the event of a returned check parents will be responsible for a \$25.00 returned check fee as well as any fees incurred due to the returned check. All future payments must be made in cash or money order.**

**All parents that have a third party payment arrangement (such as county or state assistant or employer vouchers)) are responsible for payment of the difference of what the third party pays and the actual fees. In addition, you are responsible for payment of all days that I have listed in my holidays, vacation and personal days sections of this handbook that are not paid by the third party. All parents using a third party payment arrangements are also responsible for a deposit of the final 2 weeks fees. This fee may be paid in 8 equal payments over the first 8 weeks of care. If required two weeks written notice is given for termination of care, deposit will be refunded after final third party payment has been received. If you fail to give two weeks written notice the deposit will not be refunded.**

## **Receipts**

**Receipts will be furnished weekly and a year end payment summary will be provided for tax purposes.**

## **Trial period**

**The first 14 calander days from a child's start date are a trial period for the child, parents and provider. During this period, either the parent or provider may terminate care without notice. Any and/or all final two weeks fee deposit will be refunded.**

## **Termination of service**

**After the trial period parents may withdraw their child from care by giving a minimum of two weeks written notice. If this notice is given the final two weeks payment deposit, made at the beginning of care, will be credited to your account. If less than the full final two weeks deposit has been made, parent will be responsible for the difference equal to two weeks fees.**