

## Billing and Collection of Payments for Child Care

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(SJA)

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I. Policy:

It is our policy to bill Payments weekly for Child Care.

II. Procedures:

### BILLING

- A. Parents are billed based upon the schedule they provide us at the time of enrollment.
- B. All children are billed for a full day and week. No children are accepted for part-time arrangements.
- C. Vacation requests, that have been submitted, are entered by the accounting associate into the billing software.
- D. Clock violation fees and schedule change fees are added based on forms being filled out by the teacher or receptionist. They are entered in by the accounting associate.
- E. Bills are printed on Monday for the prior week. Bills are given to the ECEC secretary for disbursement to classrooms or put into children's cubby, if they have one.

### COLLECTIONS

- A. Payments are received by the receptionist desk with the exception of W-2 payments. There is a billing kiosk set up for W-2 payments.
- B. Cash, checks, and credit card payments are posted weekly at a minimum.
- C. W-2 payments are posted the day after they are received.
- D. Accounts are monitored weekly for payments.
- E. Accounts without payments of two weeks are given notice and then deactivated until efforts are made to speak with the accounting department about arrangements to pay the bill.
- F. If needed, payment plans are calculated based on the ability to pay. Applications for scholarships are given out if needed.

- G. If no arrangements for payments are made and completed, the child is deactivated and a collections process is started.

Approved by:   
President/CEO

Date 3/17/21