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.