



## St. Margarets Child Care Billing Policies

### WEEKLY PROCESS

You can expect to be sent invoices on Thursdays, due on Fridays each week for the coming week of care. For example, if January 1<sup>st</sup> is on a Thursday, you will receive an invoice on Thurs 1/1 that will be due on Fri 1/2 for the week of 1/5 - 1/9 (M-F).

### CREDIT CARD FEES

If you are paying via a debit or credit card, there is a 3% processing fee that is applied to each payment. If you'd like to avoid these fees, we encourage you to set up ACH Bank Withdrawals within Procare. From there, you can set up auto-pay or pay manually each week. Occasionally we will accept cash or check for payments, but strongly prefer payments through use of the app. Special considerations will be taken under review.

### AGES 0-5:

Children will be billed according to their age on the first day of each month, unless they are 1 and not yet walking. In that case, infant rates will apply until the child is walking. School age pricing does not change based on age/birthdays.

Your child's tuition rate will be updated at the end of their birthday month.

For Example: A child who turns 2 on June 28th would pay 1 year old rates through June and 2 year old rates beginning in July. A child who turns 2 on July 5th would pay 1 year old rates during the month of July and 2 year old rates beginning in August. This method ensures 12 months of payments at each price.

### K-8:

As your child prepares to begin school at CES, I wanted to make sure you were aware of our SMCC school age billing policies. Our 0-5 daycare families are used to paying the same amount

each week regardless of attendance. This same policy is in place for our school age program, even on days school is closed.

If CES is closed for any reason (in-service/holiday break/etc.), your normal daily fees will continue to apply (before school/after school/or both). For example, if your child is scheduled to attend SMCC on Mondays during the school year, but SMCC is closed on Monday for Memorial Day, your child's normal daily fee (before school/after school/or both) will apply for that day even though we are closed.

If CES is closed on a day that SMCC is open and offering all day school age care, and you plan to send your child on this day, their daily before/after rate will be credited to the overall charge for the day. We typically charge \$35 for each full day of school age care but your \$14 or \$16 normal fee will be credited - so you will only pay an additional \$19 or \$21 these days.

To reiterate:

1. If SMCC and CES are both closed, your normal daily before or after school rate (\$14-16) will be charged for that day.
2. If CES is closed but SMCC is open and your child is NOT attending full day care, your normal before or after school rate (\$14-16) will be charged for that day.
3. If CES is closed but SMCC is open and your child IS attending, you will be credited your normal daily fee \$14-16 and only pay the remaining \$19-21 balance (to add up to \$35/day).

I know this can be a bit confusing. Please let us know if you have any questions.