



LATE PAYMENT POLICY

To ensure consistent and reliable care, all parents/guardians are expected to make timely payments for daycare services. The following **payment policy** is in place:

Payment Due Dates

- Payments are due weekly **in advance**, every Friday by 6:00 pm.
- All payments for early drop-off/late pick-up **are due the same day**.
- Payments can be made via Cash, Brightwheel, Cash App, Apple Pay, and/or Zelle.

Late Fees

If payment is not received by Friday at 6:00 pm, the following late fees will apply:

- **Immediate (Friday at 6:01 pm) late:** \$20 late fee
- **2 days (Sunday at 6:01 pm) late:** Additional \$15 late fee
- **4 days (Tuesday at 6:01 pm) late:** Childcare services **will be suspended** until payment is received in full, including all late fees.
- **7 days (The next Friday at 6:01 pm) late and no payment arrangement setup:** Childcare services **will be terminated**, and all fees for services rendered will still be due.

Returned Payments

- Returned checks or failed electronic payments will incur a **\$25 NSF(non-sufficient funds) fee**.
- After two returned payments, only **cash or certified payments** will be accepted.

Chronic Late Payments

Consistently late payments (more than **twice in a three-month period**) may result in:

- A written warning
- An increase in late fees
- Termination of services with a **2-week notice**

Communication is Key

If you are experiencing financial difficulties and need to make special arrangements, please communicate **before the payment due date**. We are happy to work with families, but advance notice is essential, and late fees will still apply.

Parent Signature - Date

Provider Signature (R02LE0097) - Date