

FBC Daycare Payment Policy

PAYMENT INFORMATION:

Steady revenue is necessary for effective budgeting and program stability. Your weekly fee holds one position open in our daycare that is for **your** child only. We turn away other parents who need care in order for your child to keep their position. If we do not receive payment, we can not hold a position open for your child in our daycare. If you fail to make a payment for 2 consecutive weeks, you will forfeit your child's position at FBC Daycare, and their position will be filled.

There is a \$25.00 fee for checks written on insufficient funds, stopped payments, or any other reason your check doesn't clear the bank. You will also be responsible for any additional bank charges that are incurred through our bank.

PAYMENT OF FEE POLICY:

All payments are due prior to care. Payment is expected by 6:00 pm Fridays for the next week's childcare. Your weekly payment is expected by 6:00 pm whether your child attended daycare that Friday or not. See below for our late fee policy. All tuition and fee payments are non-refundable.

PAYMENT OPTIONS:

- Make checks payable to: FBC Daycare
- Cash payments will be accepted with a receipt issued for your records.

LATE PAYMENT OF FEE POLICY:

1. Tuition is due before "close of business" on the Friday before the week of care. Families that are late paying their weekly tuition will be charged the \$15 late fee.
2. After receiving 2 consecutive \$15 late fee charges AND after accruing an overdue balance that is 2x your typical weekly tuition charge, parent(s)/guardian(s) are responsible for submitting a payment plan in writing to the FBC Daycare Director and Bookkeeper.
3. The Director and/or Bookkeeper will ensure that both the Daycare and family can agree to the plan. The payment plan can be modified by the Director or Bookkeeper to ensure it is agreeable to the Daycare's needs.
4. The payment plan must outline a new payment structure that includes the outstanding balance and ongoing tuition. The amount due weekly must be equal to the current tuition and a portion of the outstanding balance. Families will be given up to 2 weeks to pay the overdue balance amount, or a suspension of childcare may be instated.
5. Failure to maintain the payment plan within the given 2 weeks will result in an additional \$15 late fee charge and child care services for the family will be suspended immediately. It will also require full payment of the complete balance within 14 days of suspension or further action will be taken, including but not limited to: termination, court, etc.
6. There will be no exceptions to this policy unless there is prior written consent from the FBC Daycare Director and Bookkeeper.