



Updated Late Payment Policy

Each monthly payment is due in full by the **25th** of the preceding month.

On the **1st** of each month, all unpaid accounts will incur a 10% late payment fee. If payment, including the late fee, is not received by the **3rd**, the student will be removed from the roster and services will be suspended without reinstatement for the month.

The delinquent account will remain suspended for 10 days in order for you to clear any remaining balance and/or make a payment for the following month. After the 10 day suspension, with no payment, all enrollments will then be cancelled. You may be subject to a waitlist and/or be required to re-enroll into the program.

Your account will only be permitted 3 late payments per school year. After the third occurrence, services will be terminated for the remainder of the current school year. Reinstatement into the program, summer or next school year, will require that all delinquent balances are paid.

Child Care Services is not responsible for delayed mailed payments. Please ensure payments are sent to our current address in a timely manner to be received by the 25th.

The enrolling person assumes all responsibility for payments and retaining payment records.