

CHILD CARE BILLING POLICY

All families receiving child care or preschool services will be assessed a monthly fee on the first of the month for that month of service. Payment will be expected on or before the 1st, unless Direct Deposit is set up.

All the accounts not paid in full on or before the 8th of the month will be considered delinquent. Delinquent accounts will be ineligible for services until the account is current. Payment Arrangements may be available; please contact the Child Care Specialist.

Payment Arrangements are limited to 3 per rolling 12-month cycle. Failure to adhere to the terms in the Payment Agreement will nullify the agreement and the balance will be due immediately. If payment is not received, the disenrollment process will continue.

If payment is not received for three complete weeks from the 1st of the month, the family will be dismissed from the program. One non-payment letter will be sent after the 8th to the family as a reminder. We reserve the right to pursue legal action through PBP Tribal Court for outstanding debt. If legal action is pursued, PBP ECEC will seek to receive the past due balance, court costs, interest (if applicable), and a \$100.00 filing fee. PBP Tribal Court has sole discretion to determine a judgement, which may include a garnishment or other legal action.

If enrollment is desired after referral to the PBP Tribal Court, the following must be met:

1. Previous balance must have been paid in full.
2. Family must re-apply for services. Enrollment will be determined using the Point Criteria system when, and if, a spot becomes available. The Point Criteria form is available upon request.
3. Maintain a zero balance or be disenrolled for a second time and follow same procedures to be reenrolled.

Families wishing to enroll additional children must have a zero balance before enrollment.

The adult(s) who sign the Parent Application will be responsible for paying the bill. Itemized statements are available upon request, but the statement will not designate who has made the payment.

Returned checks are assessed a \$30.00 fee. Families will be notified immediately and asked to pick up their child(ren). Child(ren) may not return until the balance and all fees are paid.

Families enrolled only in Preschool are charged at a rate of \$100 a month.

Child Care Fees are determined using the family's gross income (most recent 3 voided check stubs or most recent tax documents). A sliding fee scale is available for families with qualifying incomes. Families are encouraged to submit income when fees might be affected (job change, household size, etc.). Otherwise, Proof of Income will be requested from the adults listed on the application who reside in the same household. Income verification and proof of residency will be obtained upon enrollment and re-verified annually. All families will receive a written request and given at least 10 business days to respond to the request. Families that do not submit the requested documentation by the deadline will be subject to ineligibility for child care services on the 11th business day and may not be eligible to return until the requested documentation is made available to the Child Care Specialist.

Fees will continue to be assessed during the *90-day* grace period following unemployment or school or training cessation and/or during medical leave unless the Child Care Specialist receives notice of service termination. Face-to-face notice, telephone call, or written statements are acceptable methods of "notice of service termination". Re-enrollment after termination is subject to availability and use of the Point Criteria system.

****Billing policy continued on the reverse side. ****

CHILD CARE BILLING POLICY (continued)

Child Care Monthly Fee: \$ _____ Effective 1st Day of Care: _____

I, _____ (&) _____, have read and agree to the
Parent/Guardian Printed Name Parent/Guardian Printed Name

Prairie Band Potawatomi Early Childhood Education Center Billing Policy.

Parent/Guardian Date Child Care Specialist

Parent/Guardian