

ST. PIUS X SCHOOL
Daycare Financial Policies

DAYCARE SERVICE FEES:

Fees for Daycare at St. Pius X School must cover the cost of the program and are adjusted when necessary. Daycare fees are **\$4.00** hourly rate. Daycare hourly charges are prorated for every 15 minutes your child uses daycare after the first hour. There is a minimum of **\$4.00** charge in the morning and **\$4.00** minimum charge in the afternoon. **\$20** Rate for each 1/2 hour per family for pick up after 6:00pm. If you have an emergency and are not able to pick up your child by 6:00pm you need to call daycare and notify them of your delay @ (619) 422-2015 ext. 145.

No discounts are given on Hourly rates or fees to families with more than one child.

Daycare hours of operation: Morning daycare 6:30am to 7:30am/ Afternoon 3:30pm to 6:00pm.

METHOD OF PAYMENT:

Daycare invoices and balances need to be paid by check, cash, money order or credit card

Cash payments must be directly paid to the bookkeeper or to a daycare employee to obtain your receipt. No cash payments are credited to your account if you don't have a receipt of payment.

Do not send cash with your child.

All checks need to be payable to St. Pius X School. Indicate daycare on the memo.

We **accept payments by mail**. We honor the U.S. postmark. We do not honor the check's date unless received in the accountant's office on the same date.

You can deposit your daycare payments in the school's office box. You are responsible for verifying that your payment has been received. St. Pius X School employees are not responsible for lost or stolen mail. Credit Card payments are posted in your account when an authorization is approved.

INVOICES:

Invoices reflect the hourly daycare fees for each child in a specific period. They are issued every month for daycare services provided for before and after school hours.

If your children go to a before-after school program (Sports, Cheer, Tutoring, Alpha, etc) and they are not picked up by the time the program ends, they need to sign into daycare and you will be billed.

Please follow your daycare bill schedule to avoid late fees.

Call us if you did not receive an invoice and you used daycare services or if your payment has not been applied to your daycare account.

All outstanding daycare balances will be collected through FACTS at the end of the school year.

STATEMENTS:

A statement is issued for accounts with a past due balance. This statement reflects all invoices, credits, debits, finance charges, reinstatement fees, NSF fees, adjustments and payments done on your daycare account. Statements are issued at the end of the year for tax purposes.

It is your responsibility to pay on time. Notify in writing the daycare director, the bookkeeper and the office of any address or phone changes.

NSF, LATE, INTEREST, AND REINSTATEMENT FEES:

\$25 NSF fee for unpaid checks returned and closed accounts.

\$15 monthly late fee for invoices not paid according to billing schedule.

The School Board has granted a One Time Warning Credit when a first reinstatement fee is applied to your account.

Reinstatement charges are: \$50/\$75/\$100

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St. Pius X School will communicate through the Highlights and by sending statements via e-mail. Please communicate change of e-mail or home address in writing to the accountant's office. If you need your daycare balance at any time, just call the bookkeeper's office. No reminder calls will be given. If bill is not received within 3 days of Billing Schedule, you need to call the bookkeeper's office to request your balance. All late and reinstatement fees will be imposed as scheduled. St. Pius X School is not responsible for late or no mail delivery.

DELINQUENT ACCOUNTS:

Daycare service will be interrupted at any time an account is not paid by the due date specified on the daycare billing schedule.

If daycare service is interrupted, **\$50** Reinstatement fee will be imposed on your account the first time it is interrupted. A **\$75** Reinstatement fee is imposed the second time service is interrupted. A **\$100** Reinstatement fee is imposed on the account the third time daycare service is interrupted. Reinstatement fees will be carried on to the next school year. No Daycare will be given the following school year if a balance or a reinstatement fee is not paid in full.

NON PAID ACCOUNTS:

After your account is delinquent and interrupted three times, you will lose your child's space in daycare for the current school year. The family will not be considered for Re-Registration the following year. Your account is sent to collections.

In the event the family has already registered, they will be removed from the roster list. The registration fee will not be refunded. It will not be applied towards any daycare balance or any outstanding dues to the school.

WAYS TO AVOID LATE AND REINSTATEMENT FEES:

**Give a daycare advance payment. Leave it in the account for an unexpected emergency.

**Leave a signed credit card advance payment to be processed when you forget to pay by due date.

**Do not send payments with your children. They usually forget to get it out of their backpacks.

**Send payments by mail. We accept United States Postal Service date stamp. (US Postmark)

**Pay directly to a daycare employee or to the bookkeeper's office.

*****By paying on time you are contributing to the proper function of daycare.**

*****Avoid the suspension of this service by paying on time.**

ACCEPTANCE:

We understand and agree that our signatures on the All Inclusive Agreement/Tuition Quote Form indicate our willingness to fulfill our daycare financial obligation under the provisions of the St. Pius X School All Inclusive Policy Agreement/Tuition Quote Form and to actively support the philosophy and educational goals of St. Pius X School as well as all of its programs.

I will contact the bookkeepers office if I can't follow St. Pius X School policies at any time.