

## Summer Kids Club 2018 Billing and Payment Schedule

<u>Billing Period</u>	<u>Invoice Distributed</u>	<u>Payment Due</u>	<u>Late Fee Charged</u>
<b>6/18/18 – 6/29/18</b>	6/18/18	6/25/18	6/26/18
<b>7/2/18 - 7/27/18</b> <i>Credit: 7/4/18</i>	7/2/18	7/23/18	7/24/18
<b>7/30/18 - 8/17/18</b>	7/30/18	8/13/18	8/14/18

- One bill will be provided per family. Your bill will be placed in your file folder next to the sign-in sheet in your child's classroom.
- A late fee of 10% of the outstanding balance will be charged on all overdue accounts as of the date noted above (Late Fee Charged).
- Children can be dismissed from the program if payments are over two weeks late.
- All outstanding balances will be referred to a collection agency.
- Late Pick Up Charge: \$2.00 per minute after 6:00 pm.
- Payment can be made by check at the Early Childhood Center payable to SLCE, cash only in the Early Childhood Office (office hours: 8:30am – 3:30pm), or credit card using **MyProcure** or in the ECC office.
- If you would like to pay your bill with a credit card using our online billing system, **MyProcure**, and you do not currently have an account, please visit the following link to sign up for an account:

<https://www.myprocure.com/>

## Vacation – Summer Only

- Beginning the first day of the Summer Kids Club program, with written notification two (2) weeks in advance, each family will be allotted up to 2 weeks of vacation credits dependent on the number of days their child is scheduled per week.
- Regardless of your start date, you will be responsible for paying for the summer program from the date it begins. Your allotted vacation time can be used, with notification, in lieu of payment for a delayed start date. Please be aware that your allotted vacation time will be reduced by the number of days if used for this purpose.

<u>Days per week in attendance</u>	<u>Non-payment (vacation) days allowed</u>
5	10
4	8
3	6
2	4

- Anyone taking more than the allotted vacation time will be charged your daily rate per day. If you do not use your allotted vacation days during the summer session you cannot carry them over to the school year session or be given a credit for them.