

Express Billing Agreement

Contract Terms and Conditions

Express fees/co-payments are due by the 1st and must be received in full by the Express Billing office by the 5th of the same month. **Payments received after the 5th will be assessed a late payment fee of 10% of the unpaid balance not to exceed \$50 per month, charged to the family account. Childcare services will be interrupted on accounts where payment in full is not made by the 25th of the current month. The interruption will be effective the first of the following month. If childcare is interrupted, your child will not be allowed to attend Express until your balance is paid in full and a written request to return is made to Express Billing. Re-enrollment is conditional and based on available space.** Payment for childcare is due in full for the current month at the time of registration if enrolling on or after the 5th of the month.

Registration Fee

There is a \$50 non-refundable fee per child due at time of pre-registration for the upcoming school year to reserve your enrollment. The \$50 per child registration fee is paid each school year and is non-refundable, non-transferable. If your child is withdrawn and re-enrolled to start more than sixty days later, another registration fee will be charged.

State/Other Agency Assistance

Families receiving childcare assistance whose registration paperwork is submitted prior to agency approval, must pay a \$50 registration fee per child at time of registration to complete your enrollment. Once we receive notification from the authorizing agency that you are approved, your account will be credited, and the \$50 fee will be applied toward your monthly co-payments or refunded. Any sessions used over what the agency will cover will be billed as extra usage and are the responsibility of the parent/guardian. DCYF will be informed if co-payments are delinquent; this may result in a termination of subsidies. Childcare will not be provided without agency authorization or the completion of a parent payment contract.

Schedule and Program Change Requests

School year requests must be received by the billing office in writing (e-mail is preferred) by the 23rd day of the current month to take effect the following month. Schedule and program changes will be accommodated based on available space. There is a minimum requirement of three sessions per week and six consecutive weeks of enrollment during the school year.

Withdrawal

Written notification (letter/e-mail/fax) of withdrawal for school year is required in the Express Billing office ten business days prior to the child(ren)'s last day of attendance. The account will continue to accrue charges until written notification is received in the Express Billing office. Final payment on accounts is due ten days after the final statement date.

Extra Usage

Parents/Guardians will be charged an additional fee for sessions used outside of their current billing contract. Extra usage will be determined based on available space and requires prior approval from the site director. Fees will be charged on a per session basis. There is no sibling discount for extra usage charges. Switching day or programs will be charged as extra usage.

Absence Credit

There is no vacation, illness, or after school activity credit during the school year or break programs.

Late Pick Up/Early Drop Off

An additional fee of \$5 for each five minutes or portion thereof will be charged per child for child(ren) dropped off prior to the start of each program or picked up after the end of each program.

Dishonored Checks

Parents/Guardians will be notified if a check or electronic check has been dishonored by our bank. There is a \$25 fee for a dishonored check. Childcare will be denied if the dishonored check is not redeemed. Dishonored checks are redeemable only for cash, money order, cashier's check, or online payment using debit or credit card.

Past Due Accounts

Accounts are considered past due if the account is not paid by the 5th of each month. Past due accounts will not be allowed to re-enroll until the account has been paid in full and a request to return is made to Express Billing. Re-enrollment is conditional upon Express management approval and available space. If payment arrangements have not been made with the Billing Supervisor, the collection process will be followed as per District Policy.

Collection Accounts

Accounts that have been referred to a collection agency per district policy will be allowed to re-enroll provided the debt has been satisfied with the collection agency and written notice is received from the collection agency. Re-enrollment is conditional upon Express management approval and will require future payments be made on the 1st of each month.

Bankrupt Accounts

Past due accounts that have filed bankruptcy will not be allowed to re-enroll in Express.

Express strives to offer equal access to all families; however, we reserve the right to refuse services when deemed necessary.