

Day Camp Billing Agreement

Contract Terms and Conditions

Day Camp fees are due by the first (1st) and must be received in full by the Express Billing office by the fifth (5th) of that same month. **Payments received after the fifth (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. Day Camp services will be interrupted on accounts where payment in full is not made by the end of the current month. If Day Camp is interrupted, your child will not be allowed to attend Day Camp until your balance is paid in full.** Payment for Day Camp is due in full for the current month at time of registration if enrolling on or after the fifth (5th) of the month.

Note: Five (5) consecutive absences from any program without proper parent communication may result in removal from program.

Sibling and Other Discounts

The discount rate for siblings is 15% calculated on the sibling whose contract is of equal or lesser value.

Special Needs Child(ren)

If your child(ren) has special needs, extra time will be required prior to your desired start date for an assessment of your child(ren)'s needs in a care setting. A meeting with the program supervisors may be necessary; if additional staffing is required, the time frame may be longer; this is to ensure a safe, quality experience for your child(ren) in Day Camp.

Schedule and Program Change Requests

Must be received by the billing office in writing (letter/e-mail/fax), by the 23rd day of the current month to take effect the following month. Schedule and Program changes will be accommodated based on space availability.

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 space availability 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 days or programs will be charged as extra usage.

Absence Credit

There is no vacation credit, illness credit, or after school activity credit.

Late Pick Up/Early Drop off

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

Withdrawal

Written notification (letter/e-mail/fax) of withdrawal is required in the Express Billing office ten (10) business days (2 weeks) prior to the child(ren)'s last day of attendance. The bill will continue to accrue charges until written notification is received in the Express Billing office. Final payment on accounts is due ten (10) days after the final statement date.

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. Child care 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 fifth (5th) of each month. Past due accounts will not be allowed to reenroll until the account has been paid in full. Re-enrollment is conditional upon Express management approval. 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.