

PAYMENT POLICIES AND PROCEDURES

Elmbrook School District Preschool Wrap Around Program

MAILING ADDRESS: Please mail all payments and forms to:

Mary Linsmeier Schools/Children's Edu-Care
18735 Pleasant Street
Brookfield, WI 53045
Phone: (262) 781-3636 ♦ Toll Free: (800) 467-8081 ♦ Fax: (262) 783-2797

PAYMENTS: You may choose to pay biweekly or monthly. Please see the rate sheet for amounts. You will be charged according to your enrolled schedule.

COUNTY ASSISTED PAYMENTS: No child can begin attending until authorization is verified by the MLS billing department.

BILLING FEE: Payments are due at the beginning of each billing period. A \$5.00 billing fee is added to your account for each billing period. There are two ways that the \$5.00 billing fee can be offset by a \$5.00 discount.

- **EARLY PAY DISCOUNT:** If your payment is received in our administrative office by the first day of the billing period you will receive an early pay discount of \$5.00. Accounts with a zero balance will not be sent a statement.
- **EFT PAYMENT OPTION:** You may also choose to pay with an automatic deduction (EFT) from your bank account. A statement will be sent by email to you on the second day of each billing period with the amount that will be taken out of your bank account. One of the advantages of EFT payment is that the deduction will be taken out of your bank account five days after the due date. Another advantage is that you will automatically receive the \$5.00 early pay discount.

LATE FEE: For biweekly pay plans, a \$15.00 late fee will be assessed if a balance remains after the last Friday of the two-week billing period.

For monthly pay plans, a \$15.00 late fee will be assessed on all accounts that have a balance remaining after the 15th of the month in which the payment is due.

DAYS ELMBROOK PRESCHOOL IS CLOSED: The Wrap Around Program is closed when Elmbrook Preschool is closed. You will not be charged for the days Elmbrook Preschool is closed. If you need care, it will be available at our 2950 N. Brookfield Road location; fee schedule is available upon request.

WITHDRAWAL NOTICE: You must give a **written notice two weeks in advance** of all withdrawals. If this two week written notice is not given you will be charged for two weeks from the last day your child/ren attended. Any complaints or concerns you may have should be addressed with the center director immediately. We will do everything possible to make sure you are satisfied with the education and care your child is receiving.

WRITTEN NOTICES: Forms are available at your child's center for giving written notice. **Please give all notices to the teacher for her/his reference and initialing.** The teacher will then forward the notice to the billing office for processing.

LATE PICK UP POLICY: We ask that you make sure you pick your child up by the closing time. If you are not able to get to school to pick up your child, please send someone to school to do so. Let the teacher know the name and description of the person who will be picking up your child. If this person is unfamiliar

to the teacher, she/he will ask to see identification in order to have the child released to him/her. Teachers are not allowed to take a child home with them.

If your child is not picked up by the closing time, a late fee will be charged to your account. The fee will be \$5.00 per child for 1 to 5 minutes late, \$10.00 per child for 6 to 10 minutes late, \$15.00 per child for 11 to 15 minutes late, etc.

Our closing teacher appreciates being able to leave on time so she/he can keep family or other commitments they may have.

SUBSTITUTE DAYS: Please have your child/ren attend only on the days they are enrolled. We strictly follow Wisconsin State Laws on child-teacher ratios, therefore we cannot allow a child to make up or switch days.

SCHEDULE CHANGES: Up to two changes in schedule and payment plans in a twelve month period will be given at no charge. Additional changes will cost \$5.00 each. Schedules must remain in effect for at least one month.

RETURNED CHECKS: Please be aware that there is a \$35.00 service charge on all checks returned by your bank, (i.e. insufficient funds, account closed, etc.).