

Mary Linsmeier Schools

Flexible Schedule Payment Policies & Procedures

Bi-Weekly Billing Cycles:

Schedules must be submitted at least one week prior to your child's attendance in order for care to be provided during each billing period.

Monthly Billing Cycles:

Schedule must be submitted one week prior to the first of each month for the full month in order for care to be provided during each billing period.

For All Billing Cycles:

Switching and/or substituting days is not available. If a scheduled date is missed a vacation form must be submitted for credit. If another date is added it will be billed according to the current rate. Rate sheets are available at each center

Vacation/illness credits will be provided per an average, and follow the regular allotment periods. The vacation allotment year runs September through August. Any unused days as of August 31 will not be carried forward. Once your allotment is used, there will not be additional credit available on already submitted and/or billed dates. Submitting a schedule already allows flexibility, therefore extra credit is not available.

Updated 3/2020