

# Mary Linsmeier Schools

## Variable 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 Variable Schedules:**

The center will not guarantee availability on any requested days for which they cannot adequately staff. Rates given will be at the variable rate. Rate sheets are available at each center. A \$5.00 billing fee will be assessed on each billing sent. If your schedule is not received prior to care, you will be billed for 5 attendance days per week for that billing period.

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 variable rate.

1 week of vacation/illness (5 days) will be provided per year. The vacation allotment year runs September through August. Any unused days as of August 31 will not be carried forward. If an entire week is not attended, 1 day will be billed unless vacation credit is requested. 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.

**ALL SCHEDULES MUST BE SUBMITTED TO YOUR CENTER  
AND TO THE BILLING OFFICE**

Updated 1/2020