

Child Action, Inc.

Fiscal Department
9800 Old Winery Place
Sacramento, CA 95827
(916) 369-4470

Parent Fee Policy and Information

The California Department of Education, Child Development Division establishes the criteria for who is required to pay a parent fee, how we are to determine the amount, billing and collection procedures, and the procedures for termination, in the event of nonpayment.

BILLING AND COLLECTION:

1. Bills are sent the week of the fifteenth. The bill is for the amount due on the first of the following month.
2. **The fee is due on the first of the month.** All fees are due in advance of service.
3. If the bill remains unpaid on the seventh calendar day of the month, the fee is considered delinquent.
4. If you are a new parent on the Program, your first parent fee bill is due immediately upon receipt and delinquent within seven (7) days. You may be billed for more than a one-month period if your start-date for child care services is retroactive.
5. A Notice of Termination, stating that services will be terminated in 19 calendar days, will be issued for all delinquent fees. If delinquent fees remain unpaid by the effective termination date of the notice, services will stop. Child Action, Inc. will notify your provider of your termination date when your fees are delinquent.
6. The Notice will state the amount of unpaid fees, the fee rate and the period of delinquency.
7. If you receive a delinquent parent fee notice, you may request a reasonable Delinquent Fee Repayment Plan prior to the termination effective date to allow you to avoid termination from the program. Please note, however, that to remain on the program you must pay your current fees when due and comply with the provisions of your repayment plan (which means that you must never be late with either your current parent fee or the payment on your repayment plan).
8. If you have failed to report any income, you may be assessed a retroactive parent fee. This fee has its own payment cycle and if you are assessed this fee, you will be required to sign a separate contract explaining the rules for retroactive fees.

PAYMENT:

1. Child Action, Inc. accepts checks and/or money orders. Cash is not accepted.
 - a. All returned checks are subject to a service charge of \$10.00. If your check is returned, we will no longer accept checks for payment.
 - b. A returned check is nonpayment of a fee and is considered a delinquent parent fee.
 - c. Your account number must be listed on your payment.
2. All parent fees must be submitted to the Fiscal Department (9800 Old Winery Place, Sacramento, CA 95827) during normal business hours or via US Mail.

I have reviewed and understand the above policy regarding payment of my parent fee.

Parent Name (Please Print)

Parent Signature

Date