

## **PAYMENTS**

### **Options on how to pay for your child care services:**

- **Pay by phone.** Call Holy Trinity Catholic School bookkeeper at 320-468-6446 between the hours of 8:00 am - 4:00 pm, Thursday & Friday only.
- **Automatic funds transfer.** Set up automatic payments each week from your bank account. ACH Fee of \$1.50 per transfer.
- **Payment by credit card** Parent will pay the 2.9% credit card fee.
- **Pay in person**
- **Pay by mail**
  - HT Kids Place  
PO BOX 427  
Pierz, MN 56364
- **Check, cash, or credit card is accepted**

## **FINANCIAL**

- **Year End Tax Statements** include the Federal Tax ID number and total payments paid for the calendar year are available upon request.
- Parents are responsible for all costs incurred for the days your child attended HT Kids Place.
- Payment in full is expected weekly. Your invoice will be sent through HiMama.
  - A \$5 per day late fee will be assessed for all past due accounts
- Child care services will not be provided when an account is delinquent more than two weeks.
  - And may result in the termination from the program.
  - If there is an outstanding balance over 60 days, HT Kids Place will be following through with court proceedings.
- A \$30 processing fee will be charged for all returned checks from the bank.
  - If a check is returned, you must make a cash or credit card payment within three days of notice.
  - Failure to make payment on uncollected checks will result in termination of child care services.
- **County Assistance**
  - Parents will be responsible to pay the hourly rate difference not covered by county financial assistance.
  - If financial assistance is denied, parents or guardians will be responsible for all expenses incurred.