

SHOOMAAN

Licensed Home Day Care

Account information

Enrollee information

Child's name: _____

Parent(s)/Gaurdian(s) Name (as in enrollment contract): _____

Date of notice: _____

Reason for notice: _____

Account Notification

Please note this form acts to inform you about specific matters pertaining to your account. As per your enrollment agreement this matter must be correct within three (3) business days. Failure to do so will result in the termination of your enrollment agreement.

Please be notified that:

A balance remains outstanding on your account for the care of your child, please pay immediately. A \$10.00 per day per child fee will be assessed to your account in accordance to your enrollment agreement.

A late payment charge has been assessed on your account in the amount of \$_____._____ which is payable the following Friday (AM) with the standard weekly rate stated above.

Late charges have been assessed on your account and are now outstanding in the amount of \$_____._____ and must be paid immediately upon receipt of this notice.

Your Kansas Department of Social and Rehabilitation Services (SRS) check has not been deposited on time and a late fee of \$_____._____ has been assessed in accordance to your enrollment agreement.

A late pick-up fee has been assessed to your account in the amount of \$_____._____ which is payable the following Friday (AM) with the standard weekly rate stated above

An early drop-off fee has been assessed to your account in the amount of \$_____._____ which is payable the following Friday (AM) with the standard weekly rate stated above

A two week notice was not provided and a fee of \$_____._____ has been assessed to your account in accordance to your enrollment agreement.

Your check for childcare services has been returned for non-sufficient funds and you will need to replace the check immediately with cash. There is a \$25.00 return check fee and the total amount due is \$_____._____

No further checks can be accepted for this account and all weekly payments will now need to be made in check or money order, effective today.

We have received your extended absence written notice and will require half the monthly fees due for the entire time of your absence in order to maintain your child's place in the daycare.

No further childcare services will be provided, effective today, until this account is paid up to date.

Your enrollment agreement contract has been terminated, effective today, as a result of non-compliance with your contract.

Your childcare account has been turned over to an agency for collection. We will longer able to receive any payments or make arrangements with you regarding this account. Please contact the agency listed below if you wish to make payments or discuss this account.

Account information

Current account balance: _____ For services on/during: _____

Date payment was due: _____ Late fee assessment amount to date: _____

Return check number: _____ Return check amount: _____ Bank & account no.: _____

Date of termination notice: _____ Two week's notice period ends: _____

Balance forward charges in lieu of two week's notice: _____

Total amount due: _____ Payment due date: _____

Name and number of collections agency: _____

Failure to comply with the above will result in additional fees and possible termination of your enrollment contract.

Parent(s)/Gaurdian(s) Signature 1: _____ Date: _____

Parent(s)/Gaurdian(s) Signature 2: _____ Date: _____

Shoomaan Licensed Home Day Care Signature: _____ Date: _____