

2023-2024 STEP BY STEP PRESCHOOL CHILDCARE

Weekly Schedule and Payment Record – Full Day

Paper Schedule and Payment by check/money order/cash is due **by 6 pm Wednesday** the week BEFORE your scheduled days. Online Schedule and Payment by credit card is due **by 8 AM on Fridays** the week BEFORE your scheduled days.

Child's Name: _____ Week Of: _____

Please fill in BOTH the approximate times of arrival and pick-up EACH DAY attending.

Date	Arrival Time	Pickup Time	Cost
Mon:			\$
Tues:			\$
Wed:			\$
Thur:			\$
Fri:			\$

Payment Enclosed \$ _____ Check # _____ Cash _____ **Total Due:** _____

Payment in the form of check, money order (payable to STCS), or cash must be received with this schedule. A late fee of \$20 will be charged for any late schedule or payment.

FEE STRUCTURE

Full Day Preschool Childcare (4-day minimum per week)

Open Monday through Friday

5 Days	\$150
4 Days	\$120

PLEASE MAKE ALL CHECKS AND MONEY ORDERS PAYABLE TO STCS

NSF Payments

All returned checks are subject to a \$20 fee.

It is the responsibility of the parent to submit the NSF amount and fee to Community Education by cash, money order or credit/debit card within 2 days upon notification. Failure to comply may result in termination of childcare services.

Credit Card payments are handled ONLINE using Skyward Family Access. MDHHS eligible students must use the MDHHS paper schedules.

Notes: _____
