

# 2023-2024 STEP BY STEP PRESCHOOL CHILDCARE - Full Day Only

## Weekly Schedule & Payment - MDHHS Approved

Online schedules & payments are NOT available for MDHHS eligible students. A paper schedule with payment is due by 6 pm on Wednesday of the preceding week.

Child's Name: \_\_\_\_\_ Week of: \_\_\_\_\_

Please fill in BOTH the times of arrival and pick-up each day attending.

Date	Arrival Time	Pick Up Time	Hours Per Day Fee (see below)	Total Cost
Mon -			\$	\$
Tues -			\$	\$
Wed -			\$	\$
Thur -			\$	\$
Fri -			\$	\$

Weekly Family Contribution Amount \$ \_\_\_\_\_

Payment Enclosed \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Total Due: \$ \_\_\_\_\_

Payment in the form of a check, money order (payable to STCS), or cash MUST be received with this paper schedule. A \$20 late fee is charged for any late schedule or payment. The late fee is not covered by the childcare assistance program.

### Hours Per Day Fees

<u>Hours Per Day (actual attendance)</u>	<u>Per Day Rate</u>
Less than 4 hours	\$24 per day per child
At least 4 hours but less than 6.0 hours	\$16 per day per child
At least 6 hours but less than 8.0 hours	\$10 per day per child
At least 8 hours but less than 10 hours	\$ 5 per day per child
10 hours or more per day	\$ 0 (fully covered by MDHHS hourly rate - see note* below)

**Reminder: There is a Four (4) Day per week Minimum**

In addition to the above listed daily rate based upon actual attendance (not scheduled attendance), there is a charge of at least \$7.50 per week per child unless the Family Contribution factor is \$0.

**Add 1/2 of the Family Contribution per week per student to the amount above.**

**Ex: 1/2 x \$15 = \$7.50    1/2 x \$20 = \$10    1/2 x 25 = \$12.50    1/2 x \$30 = \$15    1/2 x 35 = \$17.50    1/2 x \$40 = \$20**

\* DHS pays \$2.95 per hour only for the actual hours of attendance each day (time in - time out) as listed on the attendance form. This form requires a parent to initial the times. Any shortage that may occur because of differences between scheduled and actual attendance will be charged the following week.

**PLEASE MAKE ALL CHECKS/MONEY ORDERS PAYABLE TO STCS**