



# Northeast Family Center

## PAYMENT CONTRACT

**Payment Policies:**

- **Payment for programs at the Northeast Family Center is due prior to services rendered.**
- If an account becomes more than 5 days delinquent, **a late fee of \$15** will be charged to your account and the participant will not be allowed to attend the program until the account is made current.
- Any account reaching 30 days or more past due will be submitted to our collections agency.
- Returned checks and/or declined credit or debit cards will incur a \$25 fee, and payment will be due within 5 days in the amount of cash, or cashier's check. If an account reaches two returned checks in one calendar year, the NFC will no longer accept checks as a form of payment.
- The NFC accepts cash, check, money orders, debit card and credit card, or pay online at: <http://www.nfclincoln.org>.

Optional Automatic Bill Pay Set-up:

Name on Card	
Card Type	
Credit Card Number	
Expiration Date	
3-digit Security Code	
Amount Charged	
If Weekly – Day to Charge	
If Monthly – Day to Charge	

**Childcare Subsidy (Title XX) Client:**

\_\_\_\_\_  
Child's Name (or Children)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Caseworker

\_\_\_\_\_  
Phone

- Written authorization must be received prior to the child's first day in attendance. It is the parent and/or guardians responsibility to keep the authorization current during all dates of care. **Any date that a child attends which is not authorized will be billed directly to the parent.**
- Enrollment is based on daily attendance, Monday-Friday.
- **Program director will be notified 48hrs in advance of absence, if not notified you will be billed the regular program fee. These fees must be paid in order to continue with attendance.**
- For families with a Title XX monthly co-pay, the co-pay is due the first school day of each month. If payment is not received child(ren) will be unable to attend the program until the account is current.
- The payment policies stated above apply.

**Billing questions? Contact our Finance Director at (402)-471-3700.**

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***I UNDERSTAND AND AGREE TO THESE POLICIES.***

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

6220 Logan Avenue, Lincoln NE 68507  
www.NFCLincoln.org

**We are committed to building strong families and vital neighborhoods by educating, supporting and advocating for the diverse children and families of our community**