

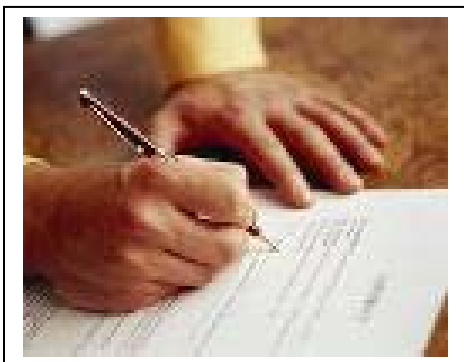
Midwest *minutes*

SUPPORTING WOMEN AND CHILDREN IN
NEBRASKA AND SOUTHWEST IOWA SINCE 1980

Kids will want 2nd and 3rd helpings on this great recipe. It might even become one of your favorites too!.

Recipe: Italian Bean Bruschetta

This [recipe](#) from Bush Beans is a big hit with children. We tested it in a day care center and the kids just kept coming back for more! (and I noticed the teacher dished out a big helping for herself and set it aside for her lunch). This recipe is also featured in the *Beans: The Vegetable with More™* [Lesson Plan](#).



How to Avoid Late Payments

Financial notices are essential to daycare businesses whether you're just starting a day care or have been in the business for years. Financial notices helps daycare business owners get paid on time, collect late fees, and notify clients in any changes in fees. Here are a few essential day care financial forms.

Notice of Late Payment - This form should include:

- The current date
- The amount outstanding

Financial notices helps daycare business owners get paid on time...

- A statement indicating that the payment is late. Sample wording: Your payment for child care services is late. In order for me to continue to care for your child, it is important that you pay the amount outstanding plus late payment fees immediately.
- The amount of the late fee.
- Signature of child care provider or day care business owner

Sample wording: “\$25 per day fee applies to the above outstanding amount and continues daily until the above amount is paid. Termination of child care will take place on April 5 if these fees are not paid.”

Notice of Returned Check - This form should include:

- Date and amount of tuition payment check
- Amount of Returned check fees
- Method for repayment of original amount of check and fees
- Bounced check policy
- Due date for repayment
- Provider’s signature

Sample wording for notice of returned check: “To the parents of Billy Smith: Your January 10 tuition payment of \$225 was returned for non-sufficient funds. Per our agreement, there is a \$25 fee for any returned checks. This fee is to be paid in cash on Jan 30. At ABC Daycare we allow 2 bounced checks before we insist on another form of payment. This is your 2nd returned check. You **MAY NOT** continue to pay your tuition with a check. Please make your payment in any of the following forms: Cash or Credit Card. Thank you.”

Notice of Rate Increase - This form should include:

- Date of the rate increase goes into effect
- Amount of the increase (per month, week, day, or hour)
- The reason for the increase
- Signature of daycare provider

Sample wording for daycare rate increase: “Dear Parents: As of May1, 2011, my childcare charges will be increased to \$ per week. It has been 3 year since I have changed my rates and this new rate will enable me to continue providing the best of care for your children. Would you kindly initial and date one copy of this letter, and return it to me for my records. The other is for your reference. Thank you for sharing your children with me! Sincerely”

**DOES YOUR
CONTRACT
NEED TO BE
UPDATED?**

*Writing a
daycare
contract
that parents
will
understand
and agree
with is
important.
Writing one
that will
hold up in
small
claims
court is
essential*