

**FAMILY SUPPORT SERVICES
BILLING INFORMATION**

Program Questions -- call 610-352-2839 – childcare@fssinc.org

Billing Questions -- call 610-352-7610 – childcarebilling@fssinc.org

- All tuition payments are due before the first of each month.
- Please mail your first payment by **AUGUST 24** to allow for sufficient processing time.
- Tuition is an annual tuition based on service for the school year - September through June, but is to be paid in nine (9) payments September through May.
- Ten-dollar fee will be charged for late payments.
- Twenty-five dollar fee for program schedule changes after August 30th.
- Thirty-dollar fee for returned checks.
- Fee charged for late pick-ups.
- **Transportation charge by Haverford School District if child attends a childcare center outside of his/her home school (one dollar per school day) -- billed by Family Support Services in Spring 2008.**
- **To keep costs down no monthly bills are sent.** Parents receive return address labels to mail payments. **It is important that you use the return labels.**

Payments are sent directly to the bank lockbox. All payments are to be sent to:

Family Support Services
Lbx 51115
P.O. Box 8500
Philadelphia, PA 19178-1115

It is important that you include your child's name and program school on the check.

Only checks are to be sent to the lockbox. All other correspondence should be sent to our Upper Darby office. Checks will be processed through the bank. Please allow 5 business days for processing. It is no longer possible to hold checks for any reason. Please do not send checks to the classroom.

- Receipts for child care will be sent if parent provides a self addressed stamped envelope enclosed with the tuition check.
- Family Support Services tax I.D. # is 23-1994645.