

Policy for Collections of Before/After School Care Fees

*Invoices will be issued based on signed contract for all in-session school days. There will be no After School Care when the regular school is not in session, including vacation, break, teacher in-service, parent-teacher conference and weather cancellation days. No credits will be given for days due to absences for periodic illnesses of the child (long-term illness exempt), family vacations, or other instances where family members may elect to take the child out of scheduled wrap around days.

1. Invoices will be written every two weeks for Before/After School Care fees incurred during that time frame and emailed to parents.
2. Invoices are due for payment within two weeks of the invoice date.
3. Statements will be sent at the end of every month showing families what invoices are still outstanding.
4. Any invoices overdue by 30 days or more will be charged a service charge of 1.5% or a minimum of \$1.00 when statements are issued.
5. Any invoices overdue by 60 days or more will be added to your FACTS Tuition Management account. Should any account become uncollectible for 60 days, your child will not be allowed to attend the Before/After School Care program until the account is brought up to date.
6. Should St. Mary School choose to send the family to collections for non-payment of fees, all costs incurred for collections will be passed on to the family.
7. All invoices dated prior to December 31 must be paid in full in order for their children to attend the second semester.
8. Families must be paid in full to attend the following year of school.
9. Any overdue balances at the end of the first or second semester will result in the holding of grade reports for St. Mary's students K-8.

I _____ have read the above policy
Name of Parent (Please Print)

and agree to its terms.

Parent Signature

Date