

ST. THERESE EARLY EDUCATION CENTER

2012-2013 Billing/Payment Parent Commitment

Billing Procedures:

All monthly payments are due on or before the first (1st) of each month. Those payments received after the fifth (5th) will be automatically charged a late fee of \$15.00 to the account. Monthly statements will be given to all families after the tenth (10th) of each month through your child's cubby or backpack.

Payment Options:

1. You may put your check/money order payments in the box at the front desk. Please write your child's name(s) in the memo section of the check.
2. Mail your payments to St. Therese, attn: Teri Jo Garitz
3. Pay by Master Card or Visa. A current form, available at the front desk, must be on file.
4. If your child is in our part-time program and you use our carline, you may send your payment in your child's backpack in a labeled envelope. Please put it in the largest section of the backpack so that the teachers can easily locate it.
5. If paying by cash, prior arrangements must be made with the Director or Assistant Director.

If you should fall behind in a payment, you will receive an email or phone call reminder. If your balance remains unpaid for two consecutive months, you will receive a letter and your child's attendance will be affected. Please discuss any extenuating financial circumstances with the Director, or Assistant Director. For billing/account questions, please contact Teri Jo at 741-5400 x106.

If you have more than one child enrolled in the EEC, one check per family is encouraged and a 10% discount will be applied to the lowest tuition.

I have read and understand and agree to support the above parent commitment. I understand all fees are the responsibility of the parents/guardians and are to be paid to St. Therese.

Parent/Guardian Signature

Child's Name

Date