

Magic Forest After School Program

Nevada City School of the Arts

Late Payment Policy

We depend on timely payments from families in order to keep Magic Forest open and providing excellent after-school care to NCSA students. We understand that circumstances may arise that make a late payment necessary at times, but we cannot provide this valuable service to families if payments are consistently late or remain unpaid.

Therefore:

Invoices will be delivered by the 5th of the month and payment is due the **last business day of each month**

When a family's balance reaches **30 days past due**, NCSA will notify the family that their student(s) will no longer be allowed to attend Magic Forest unless payment is received within two weeks (when the account is 45 days past due.)

When a family's balance reaches **45 days past due**, NCSA will notify the family that their student(s) may not attend Magic Forest, effective immediately. Student(s) in this situation will be sent to the office after school and parents/guardians will be notified to come pick up the students immediately. Once the balance is brought current, the student(s) may return to Magic Forest.

If the same family's balance again reaches **60 days past due in the same school year**, their student(s) may not return to Magic Forest for the remainder of the year.

On a case-by-case basis, payment arrangements may be made with the School Business Manager, allowing families to make installment payments on 45-day overdue balances. However, such arrangements must be approved by the School Director and should be limited to unusual, nonrecurring circumstances.

Please be aware that the cost of running Magic Forest is greater than the revenue that the program brings in. This current level of program losses is considered worthwhile in order to provide such an important service to families. However, NCSA cannot afford to allow the losses to increase further.

As a result, this policy is being implemented so that Magic Forest can remain open for the benefit of all of our families and students. We thank you for your cooperation and understanding.

I certify that I have received, read and understand the Magic Forest policy and registration information and agree to the terms set forth. I also certify that all the information I have provided is both true and accurate.

Parent/guardian name (please print): _____ Date: _____

Parent/guardian signature: _____

If you have any questions, please contact Molly Carter at 273-7736 x319 or Melissa Brokenshire (school business manager) at 273-7736 x303.

