

Raven Wolf Afterschool Program

Nevada City School of the Arts

Late Payment Policy

We depend on timely payments from families in order to keep Raven Wolf Afterschool Program 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 Raven Wolf Afterschool Program 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 Raven Wolf Afterschool Program, 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 Raven Wolf Afterschool Program.

If the same family's balance again reaches **60 days past due in the same school year**, their student(s) may not return to Raven Wolf Afterschool Program 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 Raven Wolf Afterschool Program 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 Raven Wolf Afterschool Program 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 Raven Wolf Afterschool Program 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 Kim Bailey at 273-7736 x1004 or Melissa Brokenshire

(school business manager) at 273-7736 x1015