



Aftercare Program: Payment Policies

Feb. 16, 2018

Regina Coeli School is happy to be able to assist families with the after school care of their children. We realize that this service is important to the families who rely upon it. In our effort to continually improve the services we provide, regular examination is made of our programs at all levels.

The results of this continual evaluation for the Aftercare Program is listed below. These changes take effect with the date of this letter.

1. Families are required to pay-in-full their balance twice per year: before returning from Christmas break and at the end of the school year.
2. Families are required to make payments whenever their balances exceed \$200.00.

With these changes, every family will make at least two payments during the school year. These two payments, at the middle and end of the school year, will be full payment of what is owed the school.

Most families will need to make many more payments throughout the year than the minimum two payments so that their balance does not exceed \$200.00 at any time during the school year. To help with this, each Monday the program director will give a "red slip" to any family whose balance has exceeded \$200.00 at the end of the previous week. Families will have until the end of the week to bring their balance below \$200.00, or their children will not be allowed into the program the following Monday.

Families who do not meet the financial obligations listed above, in addition to not having access to the Aftercare Program, will not have access to Option-C, and their student(s) will not be able to participate in any school extra-curricular activities. Failure to pay the balance in full at the two times listed above (see #1) will result in holding of student(s) grade cards.

Payments should be made out to "Regina Coeli" and given to the Aftercare Program Director, Amy Werner. ***Be sure to ask for a receipt for your payment.***

If you have any further questions or comments, please call the Office Building at 419-476-0922 and I will gladly assist you. Thank you.

Respectfully,

Howard Quinn II
Finance Manager