

...Important Attendance / Payment Information...

We would like to welcome you and your child to Faith Assembly's School's Out program. School's Out will begin on September 9, 2009 with both our AM and PM programs being offered! School's Out follows the calendar year of Faith Christian Academy when in session.

Upon enrollment you must provide your child's teacher with a note that specifies when your child is attending our program. **If your child's schedule changes at any time, you must advise your child's teacher and also contact the School Age Child Care office.** (845) 462-5955 x199 SACC@Faithag1.org Please understand that we discourage weekly changes as they make keeping track of your child's attendance difficult and unsafe at times.

PAYMENT MONTH	PAYMENT DUE DATE	PAYMENT LATE DATE
September	September 5 th	September 6 th
October	October 5 th	October 6 th
November	November 5 th	November 6 th
December	December 5 th	December 6 th
January	January 5 th	January 6 th
February	February 5 th	February 6 th
March	March 5 th	March 6 th
April	April 5 th	April 6 th
May	May 5 th	May 6 th
June	June 5 th	June 6 th

The attached coupons must accompany your child's monthly payment. A \$5.00 fee will be billed for payments submitted without a coupon attached. Failure to do so can result in your payment being improperly credited or considered late. If a payment is not made by the 5th of the month, it will be considered late. (If the payment date falls on a weekend, it would be due the next working day.) Late payments will be assessed a \$15.00 fee. **Payments that are late more than (3) times in a six month period will result in the termination of your child's participation.** After (3) NSF Fees, payment will be required via money order. The fee for NSF is \$20.00.

You may mail your check / money order to Faith Assembly or choose to drop off your payment at the School Age Child Care office and/or FCA school office with attention to "School's Out Program Director." Make **checks and money orders payable to Faith Assembly.** **The memo line should say "School's Out" with your child's payment coupon attached** for proper record keeping. Do not submit cash payments to staff.

MONTHLY PAYMENT COUPONS

Monthly payment, with a completed coupon attached, may be mailed or dropped off. Failure to attach a coupon will result in a \$5.00 fee assessed. This helps us to properly credit your account. Late payments will be charged a \$15.00 fee. NSF will be charged a \$20.00 fee. After (3) NSF fees, only payment via money order will be accepted.

*** (1) Coupon Per Child ***

Child's Name _____ School's Out Month _____ Late Payment _____ NSF Fee _____ Total Amount Enclosed _____ (Circle Any Changes) Morning Care (AM) Afternoon Care (PM) M T W TH F M T W TH F	Child's Name _____ School's Out Month _____ Late Payment _____ NSF Fee _____ Total Amount Enclosed _____ (Circle Any Changes) Morning Care (AM) Afternoon Care (PM) M T W TH F M T W TH F
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