



ATTENTION EXTENDED CARE PARENTS:

This letter is to inform you of the billing process for use of our school Extended Care Program. For those who have used the program in previous years this will be a change from the prior year billing procedure.

This year we will be using the FACTS tuition program for invoicing families for the Extended Care Program. All invoices will be created and available on your FACTS account as of the middle point of every month. Example: September 15<sup>th</sup> you should receive the invoice for your August billing; October 15<sup>th</sup> you will receive the invoice for your September billing. You will have at minimum 10 days to complete your payment. If you have automatic billing set up for your incidental bills on FACTS the payment will automatically debit your account on the due date.

PLEASE NOTE – FACTS does charge a \$30 late fee. If for whatever reason you cannot make the payment by the due date, please contact me as soon as possible to avoid this late fee.

If you prefer to pay with cash, you are welcome to pay by sending the payment with your child and/or stopping into the parish office. You may also pay ahead with payments in the office.

**\*\*\*If you would like to opt out of receiving your invoice on FACTS and receive a monthly paper invoice, please return the lower portion signed and I will adjust my files to reflect this decision. \*\*\***

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I, \_\_\_\_\_, parent of \_\_\_\_\_ prefer  
(Print Name) (Youngest Child's Name)  
to receive a monthly paper invoice for extended care tuition.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you,

Maggie Koziar  
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