

## **Policies and Procedures – After School Club 2004-05**

Dear Parents/Guardian:

We want to thank you for your support and giving the after school program the opportunity to take care of your young ones.

The purpose of this letter is to inform you of our payment procedures for after school programs. This letter is detailed and will be posted for future reference. Coarsegold Union School District reserves the right to change any policy or procedures any time. Such policy and procedures will be effective 30 days after such notification.

**Fee Schedule:** The after school program charges a minimum \$6.00 (for two hours) plus \$3.00 per additional hour/s. A late pick-up fee of \$3.00 per every 5 minutes after 6:15 PM will be charged. All fees are due by Friday. If student does not attend the after school club every day, please remit payment on the last day of care that week.

**New Friday Payment Drop Box:** There is now a “Friday payment drop box”, located by the sign-in sheet, for your convenience. There are payment forms available next to the drop box. **All payments must be placed in this box every Friday for the hours used that week.** Late payments will be assessed a late fees.

### **Payment by Check:**

- 1) Please fill out the form
- 2) Attach the check
- 3) **Give to the Program Manager**, and get a receipt

### **Payment by Cash**

1. Please fill out the form
2. **Hand it over to the Program Manager**, and
3. Get a receipt

If you are unsure of the hours used, refer to student’s sign in sheet for that week. If tallied hours do not concur with COARSEGOLD UNION SCHOOL DISTRICT ‘s calculations, a notice will be sent home with the appropriate adjustments.

### **Late Payments:**

- a) Any hours left unpaid **5 business days** after payment is due will be assessed a

**\$10.00 late fee.** A notice will be sent out requesting prompt payment.

- b) Any hours left unpaid **10 business days** after payment is due will be assessed a **\$20.00 late fee.**
- c) Any student with hours that is left unpaid for 10 business days will not able to attend the after school program until payment/arrears is made in full along with a refundable deposit of \$50. This deposit will be refunded to the parent/guardian at the end of the school year.

**Non-payments may also be sent to a collection agency and COARSEGOLD UNION SCHOOL DISTRICT reserves the right to refuse future participation of child in the club.**

**Returned Checks:** Returned checks will be assessed a \$25.00 service charge. A notice will be sent out requesting additional payment with next due. If the service charge is not paid by and or if the problem is repeated twice, the child will be permanently barred from attending the club **unless payment is made in advance by cash** for the school week.

The above policies and procedures are subject to change. All changes will be notified in writing and will take effect 30 days after date of notification

The after school club program's goal is to offer your children a safe environment and Coarsegold Union School District knows the value and importance of these programs. In order to keep them operating consistently and smoothly, we will need all parents/guardians to follow the procedures. Please help us to help you. If you have any questions on these procedures, please contact the after school club employees listed below. Thank you for your co-operation in making this program a success.

**Contact names**

**Renee                      559-683-2344**

**If you cannot get hold of the above personnel, please contact**

**Stuart Pincus            559-683-4842 ext 253 or 658-7566**

I have read the policy and procedures of after school club and agree to abide such procedures.

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

\_\_\_\_\_  
Signed by Parent / Guardian

**(STAMPED) FORMS TO BE PLACED NEXT TO FRIDAY DROP BOX (CHECKS ONLY)**

**DROP IN THE BOX**

Student's name \_\_\_\_\_ Date \_\_\_\_\_

WEEK OF: \_\_\_\_\_

Total hours used this week \_\_\_\_\_ X \$3.00 per hour = \$ \_\_\_\_\_

**(STAMPED) FORMS TO BE PLACED NEXT TO FRIDAY DROP BOX (CASH ONLY)**

**(DO NOT DROP IN THE BOX – HAND IT OVER IN PERSON)**

Student's name \_\_\_\_\_ Date \_\_\_\_\_

WEEK OF: \_\_\_\_\_

Total hours used this week \_\_\_\_\_ X \$3.00 per hour = \$ \_\_\_\_\_

**EXAMPLE OF “ADJUSTMENT” FORM STAMP**

Student's name \_\_\_\_\_ Date \_\_\_\_\_

According to COARSEGOLD UNION SCHOOL DISTRICT's calculations, the hours paid did not concur with the hours of care provided.

Our records indicate that student used \_\_\_\_\_ hours of care for the week of \_\_\_\_\_.

Payment received was \_\_\_\_\_. There is a balance/ credit of \_\_\_\_\_.

**(Circle one)**

Please remit payment or contact \_\_\_\_\_ with any questions.

**EXAMPLE OF A “LATE FORM” STAMP**

Student's name \_\_\_\_\_ Date \_\_\_\_\_

Our records indicate that student's account has an outstanding balance of \_\_\_\_\_.

Please remit payment now to avoid the termination of student's extended care attendance.

Please contact \_\_\_\_\_ with any questions or if you feel there has been a discrepancy.

**EXAMPLE OF "10 Business Days Late" NOTICE STAMP**

Student's name \_\_\_\_\_ Date \_\_\_\_\_

Our records indicated that your student's extended care account is \_\_\_\_\_ days past due.

Total due : \_\_\_\_\_

Please contact \_\_\_\_\_ immediately for a meeting to help resolve this issue and avoid the termination of after school care privileges.. Thank you for your immediate attention to this matter.

## TO DO LIST

1) Get drop box and hang it in a secure, convenient place. Payment hole should just be big enough for payments to drop through. You might want to put a lock on the main opening. It should be brightly colored and very durable. It should also say PAYMENT DROP BOX – CHECKS ONLY. The top of it should be big enough to hold tally forms, a container of paper clips, and a container of writing utensils. Also a few envelopes marked “CASH PAYMENTS ONLY – PLEASE HAND IT OVER TO LEAD PERSON”

2) Get small blank envelopes, get stamps per the format. Hand over envelopes appropriately stamped

3) Put a calculator next to the sign in folder. Put the sign in folder in a convenient location that is close to the drop box. At least in the same room. Maybe put some paper clips in that location, too!

**Every Friday**, there should be a notice that says “**After school club payment due today**” Some good spots are on the door, next to the sign in book, and by the drop box.

4) Every Monday, The after school director should compare the tally sheets/payments to the sign in sheets, and fill out adjustment sheets as necessary. Then turn in all payments to COARSEGOLD UNION SCHOOL DISTRICT . Copies have to be made of all adjustment

This is the time to track late accounts and send out the late forms (make copies). Put the late forms in an envelope for privacy. Any 10 day late notices should be copied and given to the appropriate COARSEGOLD UNION SCHOOL DISTRICT administrator. Keeping a “late folder” (put in a private location) really helps to keep track of the late payments that are due. Copies of all late notices and adjustment notices can be kept in there and then taken out when payment is received.

**HINT:** Any parent/guardian that says “I don’t have my checkbook” on a Friday should not be extended grace time past Monday morning. You can sweetly say “Oh, we’re here until \_\_\_\_\_ today and bright and early on Monday! We can’t settle the student’s account for the week until we have payment.” The best tool for getting payments is friendly, yet no-nonsense employees.

5) Don’t forget to post the letter ALL OVER until parents understand what’s going on. Next to the drop box, the sign in folder, on the door, EVERYWHERE. You might want to post some example tally sheets too.