

## Payments/Overdue Balances Owed To School

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Procedures for handling all payments and overdue balances owed to the school concern the following areas:

1. Breakfast/Lunch Payments
2. Before and After Care Payments
3. Damages to School Property
4. All Other Monies/Fees Due to the School

All monies are due to the school **immediately** or according to school policy (if applicable). If monies are not received within the designated time frame, several attempts will be made to contact parents/guardians to resolve outstanding balances. These attempts may include phone calls, conferences, emails, or written notices.

Once attempts to contact parents/guardians have been exhausted, outstanding balances will be referred to an outside **debt collection service**. Parents/guardians are responsible for any costs incurred by the school or debt collection agency in attempts to collect debt. These costs include, but are not limited to any legal fees, court fees, or incidental fees associated with debt collection.

Please refer to our lunch policy (Policy 8550), before and after payment agreements, or invoices for further clarification on services provided. Diplomas and/or transfer cards may be withheld if outstanding balances are not paid in full (Reg. 5130).

We accept payments in cash, money order, or through an online service (please see school secretary for details). **Please note: We no longer accept personal checks!**