



ST. MICHAEL
THE ARCHANGEL
CATHOLIC PARISH AND SCHOOL

EXTENDED DAY PROGRAM ATTENDANCE & PAYMENT POLICY

We are committed to providing your child with a safe and nurturing after school care environment. A strict registration and payment policy helps us retain our care assistants and manage expenses.

Registration is due prior to your child's first day of attendance in St. Michael Parish School's Extended Day Program. A registration fee of \$25 per student is payable directly to St. Michael Parish School via stmichaelsharonville.org/edp. This fee ensures your child's spot for the current academic year.

Monthly care fees are billed and paid through our third party payment management system, Tuition Express. Automatic payments are deducted from your preferred payment method on the 20th of every month September through June. Alternative payment arrangements must be made in writing prior to registration and be approved by the St. Michael Parish Business Manager.

Billing information can be viewed at any time via Tuition Express. All payments and fees are non-refundable. We have developed the following payment policy to ensure a smooth and transparent payment process. Please take a moment to read and understand the late payment and penalties outlined below.

Late payments and penalties:

1. At 10 days passed due, a 10% late fee will be added to your account and the St. Michael Parish Business Manager will be notified of the delinquency.
2. At 15 days passed due, an additional 20% late fee will be added to your account and the St. Michael Parish Business Manager and Pastor/Parochial Vicar will be notified of the delinquency. **Additionally, your child will not be allowed to receive Extended Day Program services until your account is in good standing.**
3. At 20 days passed due, an additional 30% late fee will be added to your account and the St. Michael Parish Business Manager, Pastor or Parochial Vicar will be in contact with you. **Additionally, your child will not be allowed to receive Extended Day Program services until your account is in good standing.**
4. At 30 days passed due, your account will be directed to a Collection Agency.



Non-payment and termination:

In the event of persistent late payments, St. Michael Parish reserves the right to suspend or terminate your child's enrollment. Five days notice will be provided before termination due to non-payment.

Miscellaneous attendance:

1. When a child is sick, the first sick day will still result in the standard Extended Day Program fee. For each following day that the child is sick, parents must notify the Extended Day Program Coordinator prior to noon to not be charged the standard Extended Day Program fee for that day. If no contact is made, it is assumed your child will be in attendance on their next scheduled Extended Day Program day.
2. When changes are made to student pick-up or transportation, a scheduled Extended Day Program day will still result in the standard Extended Day Program fee. A non-scheduled Extended Day Program day will result in an \$18 Drop-in Fee being added to your account.

We believe clear communication is vital for maintaining a strong partnership with families. If you have any questions or require further clarification, please contact our Extended Day Program Director, Kelsey Barrow at kbarrow@stmichaelsharonville.org.

Parental agreement:

By enrolling your child in St. Michael Parish School's Extended Day Program, you acknowledge that you have read, understood, and agree to comply with the payment policy.

 Parent/Guardian

____ / ____ / ____
 Date

 Parent/Guardian

____ / ____ / ____
 Date