

*Each One Reach One  
Afterschool Tutorial Program  
August 15, 2011 thru December 16, 2011  
January 2, 2012 thru June 1, 2012*

After – School Program  
Payment Policy

All checks must be made payable to Each One Reach One.  
For your convenience you may select to pay weekly, bi-weekly or monthly.  
Selection must be made during the time of registration.

Friday is the assigned day for payment. If school is out on Friday then monies are due on Thursday afternoon. All other payment arrangements must be made with the program's Executive Director.

All checks returned marked insufficient funds will be charged a \$10.00 bank service fee.

We will not be able to allow your child to attend the program if your account is not paid on time.

Note: We provide, a snack and school supplies for your child at a cost of about \$4.00 per day, however in order to keep this program operational and in existence we need everyone's cooperation and support.

Your child **MUST** be picked up between **5:45p.m.-6:00p.m.** daily. If you have an emergency and can't be here by 6:00 P.M. contact should be made with the program director as soon as possible. Excessive tardiness for pick-up will not be tolerated and is reason for dismissal from the program.

**Illness, vacation, or other reasons, you are still responsible for paying the weekly fees to maintain your child's space in the program.**

**Parents Termination of Services**

A two week notice prior to the termination date must be given to the program director in writing and payment current.