



Dear Parents and Providers,

As you know, The Arc is implementing some new policies in our child care program. We have created a standard monthly fee which was calculated by dividing the total number of attendance days in the After School term by 9 (total full months in the term). The new monthly fee totals to \$266.00 per month.

Starting October 1st, 2013 will require that the monthly fee be paid in advance. However, if you need to request a twice per month payment schedule please contact our Finance Office (490-4300, ext 111) to make arrangements. Please keep in mind that the standard monthly fee does not include early release days or holidays, as these are additional. If you plan for your child to attend on holidays or early release, you are required to sign up and pay 2 weeks in advance. If you do not sign up and pay within that time frame, unfortunately we will not be able to accept your child for holiday care.

New Key Billing Points

- Fees are due in advance
- Invoices will be sent out prior to the end of each month for the following month's services
- Payment is due the 1st of each month beginning October 1, 2013
- If payment is not made by the 5th business day of the month your child will be dismissed from the program
- The standard monthly fee is \$266.00/per month for the afterschool term
- The monthly fee does not include school holidays or early release
- Early release rate is \$18.00 per day
- Holiday rate is 28.00 per day

Please note that the changes we are making are to strengthen our program and we appreciate your support throughout this process. Should you have any questions in regards to the above information, please do not hesitate to contact us. Thank you.

Brooke Kearney (490-4300, ext 130)
Director of Child Care
West Avenue

Arcy Muniz (682-4200, ext 204)
Director of Child Care
Pam Stephens Ctr.-Wurzbach Road