

## ASAC Payments / 2018-2019 School Year

### KEEP THIS FOR YOUR RECORDS

All payments (checks, money orders & on-line payments only) are due on the Thursday before the week of service. The information on this guide should be turned in if you ever question a payment. There is a \$5 per day & per child late fee which begins to accrue after 6pm on Thursday. Families automatically include the late fee if you turn your payment in late. ***You are required to write your child's last name if different from the last name on the check in the memo area along with what "week ending" date your check covers. The week ending date is the Friday after the due date of the payment.*** For example you will turn in your next payment on September 6<sup>th</sup> & it will cover week ending September 14<sup>th</sup>. Payments are to be logged into the payment log and signed by the parent at drop off or at pick up time. Children should not be responsible for turning in payments. Kindergarten parents will skip WEEK 1 because Kindergarten does not begin until Sept. 12, 2018.

Week #	Week Ending Payment	Payment Due Date	Check #	Week #	Week Ending Payment	Payment Due Date	Check #
1	W/E 9/7/18	8/30/18		22	W/E 2/1/19	1/24/19	
2	W/E 9/14/18	9/6/18		23	W/E 2/8/19	1/31/19	
3	W/E 9/21/18	9/13/18		24	W/E 2/15/19	2/7/19	
4	W/E 9/28/18	9/20/18		25 SV	W/E 2/22/19	2/14/19	
5	W/E 10/5/18	9/27/18		26	W/E 3/1/19	2/21/19	
6	W/E 10/12/18	10/4/18		27	W/E 3/8/19	2/28/19	
7	W/E 10/19/18	10/11/18		28	W/E 3/15/19	3/7/19	
8	W/E 10/26/18	10/18/18		29	W/E 3/22/19	3/14/19	
9	W/E 11/2/18	10/25/18		30	W/E 3/29/19	3/21/19	
10	W/E 11/9/18	11/1/18		31	W/E 4/5/19	3/28/19	
11	W/E 11/16/18	11/8/18		32	W/E 4/12/19	4/4/19	
12	W/E 11/23/18	11/15/18		33 SV	W/E 4/19/19	4/11/19	
13	W/E 11/30/18	11/22/18**		34	W/E 4/26/19	4/18/19	
14	W/E 12/7/18	11/29/18		35	W/E 5/3/19	4/25/19	
15	W/E 12/14/18	12/6/18		36	W/E 5/10/19	5/2/19	
16	W/E 12/21/18	12/13/18		37	W/E 5/17/19	5/9/19	
17 SV	W/E 12/28/18	12/20/18**		38	W/E 5/24/19	5/16/19	
18	W/E 1/4/19	12/27/18**		39	W/E 5/31/19	5/23/19	
19	W/E 1/11/19	1/3/19		40	W/E 6/7/19	5/30/19	
20	W/E 1/18/19	1/10/19		41	W/E 6/14/19	6/6/19	
21	W/E 1/25/19	1/17/19		42	W/E 6/21/19	PAID*	

\*= Last week paid at enrollment time. The last day of school is 6/19/18 but will be extended by the # of inclement weather closures.

\*\*= Holiday; fees are collected earlier

Any additional hours for vacation or for half days are billed separately & you are only charged if you reserve your slot in advance. You will receive notification when these days are coming so you can sign up for them. If your child does not attend during a vacation week your payment due during vacation week will not be charged. The payment made before the vacation week will be credited towards the week following the vacation week.

ASAC does not issue tuition bills; it is each family's responsibility to keep their account current. If your account falls behind you are required to pay any late fees that have accrued. If fees are disputed and an error is found on ASAC's behalf you will not be responsible for late fees but **if it is your error you will be charged late fees.** Writing the week ending date on your check memo and on your check register will assure that you can not fall behind accidentally and will keep your records in agreement with the program's records.

On the reverse side is the 2018-2019 school calendar listing planned closures or early release days. Please contact ASAC's Billing Specialist, Kim O'Brien, at (413) 821-0555 if you have any concerns. Any inclement weather days will be credited at the close of the school year or during your 2 week notice of termination.