

HOW TO MAKE A PAYMENT:

When are bills due every month?

- Invoices are emailed from our EzCare site ON the 1st of every month to the primary email address on file.
- Primary email address on file - Email director if any changes.
- Payments are DUE by the 15th of every month.
- Late fees begin accruing after due date, with \$3/day late fees.
- Digital Receipt or Paper Receipt provided upon request.

How to make a payment: (in person only)

- Parent & Child Name is required on all forms of payment.
- **Payments accepted:** Exact Cash, Check, Money Order, Cashier's Check
- **Exact Cash please:** We do not carry change. Use envelope to mark what parent/child the payment is for.
- **Checks made payable to:** Freshwater AfterSchool Program. With child name and month written on check.

NOTE:

- We do not currently accept online pay options or paying with card. In person / Mailed payments only.

Splitting Bills / Child Accounts:

- Payments can be labeled in our system, to note which parent made payment for your reference.
- Parents are responsible for splitting their own balances, and knowing what days they are responsible for paying.

Avoid Late fees \$3/day

- Need to set up a Payment Plan? Contact the director ASAP.

Unpaid Balances / Late bills:

- To set up a payment plan contact director. Late fees are \$3/day.

Subsidized Families:

- MUST sign attendance forms by the child's last day of attendance EVERY MONTH.
- Please see more info on eligibility in our information on SUBSIDIES.