

GIANT STEP PRESCHOOL AND CHILD CARE CENTER



"We take learning a step farther...."

Giant Step Notice of Policy Change

Dear Parents/Guardians:

Giant Step strives to provide the best care for all of its children, and with this intent in mind, beginning October 1, 2014 Giant Step's payment policy will change.

Each fiscal year-end, in preparation of the financial statement, Giant Step's Board of Directors reviews Giant Step's financial status.

This year the Board determined that Giant Step can no longer delay payment for services provided. Giant Step's client payments must reconcile on a monthly basis. Therefore, the Board changed the client payment policy, effective October 1st, 2014.

This new policy requires clients to pay for any balances (new and/or outstanding) in full by the third week of each month following the billing date, or child care will be suspended beginning the following month. For example, if the invoice date is September 30th, that invoice plus other outstanding balances is due by the end of the third week of October or child care will be suspended starting November 1st.

Giant Step reserves a spot for your child to attend as requested by parents. Non-excused absence (no call in the morning) will result in a \$5 charge for the day.

Please be aware that if your account becomes delinquent (past 90 days) Giant Step will require full payment of outstanding balance, and pre-payment for services before your child can attend again.

Giant Step looks forward to continuing exceptional childcare and appreciates its clients' understanding of the Board's new policy.

Thank you,

Ingrid Reed, Director &

Giant Step Board Members: Alison Strain, Kari Way, Cheri Smith, Joe Wiley, Marlo Coates and Susie Berardi.