

ESCE Board Policy 4-5
Section 4 Administrative Policies
Title: Policy for Families in Arrears

Background

From time to time the Society experiences situations where, after repeated reminders, families simply refuse to pay what they owe in program or transportation fees. As a community we have committed to pay these amounts as a responsibility to providing for the Christian Program at ESCE. Failure to do so places an extra burden on others in the community to meet the budget. We therefore seek ways to ensure the collection of all funds from families that have the means to pay.

Policy

1. Families in arrears will be reminded to pay their fees by way of a letter mailed to their homes.
2. If families still do not comply a second letter will follow.
3. If families continue to avoid paying they will receive a phone call from the society office.
4. If payments (or arrangements for payments) of arrears are not made by April 1 , the re-enrolment package for the upcoming year will be sent to the parent(s) with another reminder to pay. Payment (or arrangement for payment) satisfactory to the Executive Director should be made.
5. Any family that is behind in transportation payments for more than 3 months will no longer be allowed on the bus.
6. The minimum amount that needs to be paid is \$500.

Created: March 2009

Revised: Aug. 30 at the finance committee

Approved: Sept, 2012