

January 12, 2007

(ED),

You have an outstanding balance of \$ 537.75 as of January 12, 2007 with the (School Name Before and After School Program). I have given you many chances to catch your bill up and still have not received payment as of November 13, 2007. If we do not receive \$400.00 by next Tuesday January 16th your care for (the kids) will be discontinued. If we receive the payment of \$400.00 next Tuesday the remaining \$137.75 will be due with the addition of next week January 16-19 on Monday January 22, 2007. As a Program Policy you are not allowed to be two weeks behind in payment. We have exceeded that a long time ago. Below is an outline of days and weeks that the children attended the before and after school Program as requested by you

You had a remaining balance of \$42.75 due to the kids coming to the after school program in October.

\$99.00- week 11/13-11/17 all came 3 days.

Not here week 11/20-11/24

\$66.00 week 11/27-12/1 all came 2 days.

\$66.00 week 12/4-12/8 all came 2 days.

\$101.25 week 12/11-12/15 all came 4 days (cheaper to pay weekly rate)

Total for 2006 remaining balance due: \$375.00

\$60.75- week 1/1-1/5 all came 2 days (rate was prorated for snow days)

\$102.00 week 1/8-1/12 all came 1 after school & 2 before schools

Total for last two weeks- \$162.75

Amount due is: \$537.75

If you have any questions please feel free to contact me at (Program Phone Number).

(Program Director)
(School Name Before and After School Program)
(Program Phone Number)