

Woodlands School, Inc.

Process for Collection of Unpaid Service Fees

1. Each school year this policy is distributed with the lunch packet, which is mailed via the US Postal Service to families. It will be posted on the Woodlands School, Inc. website, and will be included in the August student packet. It will be handed to new families when the principal meets with families for enrolling a new student.
2. Each month a statement of what is due for lunch or other services is mailed via US Postal Service to each family and is available online via e-funds/PowerSchool.
3. For students and/or families who owe over \$100 for lunch or other services and have not made a payment for 45 days, a first letter requesting a payment plan is mailed with a payment plan form and this policy.
4. If a payment plan is not submitted to the business office or a payment has not been made for lunch or extension within 30 days of the letter date, a second request to establish a payment plan will be mailed.
5. If a payment plan or payments have not been received or made in an additional 30 days or more, a letter from the executive director will be mailed which will include the next step that the account will be referred to a collection agency.
6. The Business Manager will propose the families to be referred to collections and the list will be approved by the Executive Director.

For Lunch Service

- A. If a student has a reduced lunch status, the student will not be denied lunch.
- B. If the student has that day's lunch money, he/she will receive lunch that day regardless of the lunch balance.
- C. Woodlands School, Inc. reserves the right to deny lunch for failure to pay and/or carrying a negative lunch balance of \$30 or more for over 60 days.

For Extension Service

- A. If a student maintains an Extension balance due to Woodlands School, Inc. for six continuous months without a payment or a signed payment plan, the family will be mailed a letter stating the student is no longer able to attend Extension.

Students who Graduate

- A. In the month of May a letter is sent out to the parents of students graduating in June to pay balances before graduation. In some cases a second letter may be sent. Invoices continue to be mailed for any remaining balances unpaid after graduation.