

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. If a family has any unpaid fees from the most previous school year, the account must either be paid in full by September 30 of the new school year or the family must set up a payment plan with the Business Office as soon as possible but no later than September 30 of the new school year. If by September 30 of the new school year full payment is not received or a payment plan is not set up, then as of October 1 the account will be sent to a collection agency.
4. To set up a payment plan, please contact our business manager, Freda Barkley. Mrs. Barkley can be reached by Bluemound families at 414-475-1600 and by State Street families at 414-937-2000. Mrs. Barkley can also be reached by email at Freda.Barkley@woodlands-school.org.

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.