



# Schedule of Fees

## 2018-2019 School Year

To help clarify our fee schedule; below is a detailed explanation of our payment procedures.

As you know, there are 180 days of school attendance each year, and each month has a different number of school days. For your convenience, and to simplify the payment process, we have divided the Extended Day fees into 10 equal payments. If you divide the 180 days of the School Year by 10 payments, each payment is for 18 days of service. All payments are due by the 1<sup>st</sup> of the month and in most cases are designed to be paid in advance of services provided. Although we do allow payments by check, cash, credit card (both online and in person), etc., our preferred payment method is online payments using a debit card. We provide you with safe, secure online payment capability with [My Procure](#). You will need to be a registered family in our program prior to your first online transaction.

State law prohibits attendance if tuition has not been paid. Please help us remain in compliance by making your tuition payments by the due date. A late fee of \$25 will be assessed 5 days after the due date, and your child will be disenrolled if payment arrangements have not been made.

\* Please make all checks payable to **Palencia Extended Day** and indicate your child's name in the notes.

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Payment #	Due	Payment covers care through -
1	Aug 1	Aug 10 <sup>th</sup> – Sept 5 <sup>th</sup>
2	Sept 1	Sept 6 <sup>th</sup> – Oct 1 <sup>st</sup>
3	Oct 1	Oct 2 <sup>nd</sup> – Oct 26 <sup>th</sup>
4	Nov 1	Oct 29 <sup>th</sup> – Nov 30 <sup>th</sup>
5	Dec 1	Nov 28 <sup>th</sup> – Dec 21 <sup>st</sup>
6	Jan 1	Jan 7 <sup>th</sup> – Jan 30 <sup>th</sup>
7	Feb 1	Feb 1 <sup>st</sup> – Feb 28 <sup>th</sup>
8	Mar 1	March 1 <sup>st</sup> – April 3 <sup>rd</sup>
9	April 1	April 4 <sup>th</sup> – April 30 <sup>th</sup>
10	May 1	May 1 <sup>st</sup> – May 24 <sup>th</sup>