

### **Bounced Check Policy**

- 1<sup>st</sup> time - assess \$25.00 surcharge plus send letter with new deadline and complete Bounced Check Policy.
- 2<sup>nd</sup> time – assess \$30.00 surcharge plus send letter with new deadline and complete Bounced Check Policy.
- 3<sup>rd</sup> time – assess \$30.00 surcharge, send letter with new deadline and complete Bounced Check Policy, and
  1. Payment plus \$30.00 surcharge must be made with a cashiers check or money order by the new deadline.
  2. If payment is not received by the new deadline, the child will not be able to attend school.
  3. Once a parent or guardian has bounced a check for the 3<sup>rd</sup> time (but the child is not dismissed from school because parent or guardian pays by money order or cashiers check by new deadline) then **ALL** payments from that point on must be made on time, by the 5<sup>th</sup> of the month **AND** by cashiers check or money order or child will be dismissed from the school.
- This policy applies per family and carries over year to year.