

Dear Parents and Guardians,

We would like to inform you of an upcoming change to our daycare invoicing procedures. As part of an initiative to standardize billing practices across all daycares within the School Board, we will be transitioning to weekly invoicing.

Under this new process, a statement of account will be deposited each week to the Parent Portal. The statement will reflect daycare services provided during the previous week. This means that instead of being invoiced a month in advance, families will be billed only for services that have already been received.

What does this mean for you?

- Statements of account will be issued weekly through the Parent Portal.
- Charges will reflect daycare services used during the previous week, according to your basic reservation.
- Payment is normally due upon receipt of the statement of account.
- Families who prefer to pay for an entire month at once, or on a bi-weekly schedule, may discuss alternative payment arrangements with their daycare technician.

We believe this change will be beneficial for families, as it reduces the amount owing. Rather than paying a larger amount at the beginning of the month, parents will have smaller weekly balances, which may make budgeting and managing household expenses easier.

We appreciate your cooperation and understanding as we implement this new standardized process. If you have any questions regarding your account or payment options, please contact your daycare technician.

Thank you for your continued support.

Sincerely,