

## Monthly Payment Form & Calendar Instructions

**Print off & fill out both the September Calendar and Monthly Payment Form to complete and return to Ms. Stoker by September 2, 2009.**

### **September Calendar:**

- Circle the service your child/ren will need for each day of the month.

### **Monthly Payment Form:**

- Write your name, month of service, and year.
- Calculate the number of times your child/ren will be attending each service from your calendar.
- Enter the number of times your child/ren attends each service on the Monthly Payment Form and multiply it by the rate. Record the total cost for each service.
- Calculate the total amount due for the month's services & write it on the Amount Due line.
- Write a check to SEAS School for the total amount. Please write "BASE" on the memo line.

\*This will be the only month these materials will be sent to you electronically. Beginning the 3<sup>rd</sup> week of September you will receive the Monthly Calendar and Monthly Payment Form in your family folder when you drop-off or pick-up your child at BASE. Also beginning in September will be the new return date of the 25<sup>th</sup> of the month. Please read the BASE Handbook for complete explanations of all BASE policies.

\*\*It is imperative that you return the calendar, payment form, and payment to Ms. Stoker by the due date. This will allow us to provide adequate staff and programs for your child/ren. If you have any financial concerns, please contact Mrs. Humbert.