

Dear Parents:

We have switched to an automated system.

Payment is expected within week of service. If payment is not received by 6:30 p.m. on Friday, a \$10.00 late fee will be assessed. If payment is not made by Wednesday of the following week, please talk to Tanya, Kathleen, or Richard. We can be flexible, but Sugar & Spice expects up front communications.

If not paid by the following Friday (2 weeks), the account is automatically transferred to a collection agency.

Any balance exceeding \$160.00 will be placed on a temporary suspension, in which child will no longer be allowed to attend until proper communication and/or payment is made.

Respectfully,
Sugar & Spice

Parent's Signature