

March 01, 2020

Welcome Back and Welcome New Families for the 2020-21 school year.

We would like to welcome you and your child to the Shoreline School District and offer an easier way to make your Childcare payments through an Automatic Withdrawal program. This is being offered for anyone that is interested. You will also receive your invoice by e-mail.

Your payment will be automatically deducted from your account on the **last business day of the month**. Your emailed Childcare Invoice will give you the exact day each month that your auto withdraw will happen. The last business day of the month is the only day that we are able to withdraw your funds from your account; we will not be able to offer another date.

You will have to make sure you have funds available in your account to avoid a Non-Sufficient Funds (NSF) withdrawal. If funds are not available, we will not be able to pull your payment out that month and you will need to pay by credit card, cashier check, money order or cash. We will also have to charge you the NSF fee of \$20.00. If we receive more than one NSF, we will not be able to allow you to pay through this program.

Your first payment will come out of the account on **August 31, 2020**. Payments will continue until **May 27, 2021**. The payment will be the same amount each month for ten months. Childcare is invoiced September - June, based on the school year of 180 days, **for extended care and 177 days for Preschool**. You are paying only for the days that school is in session. We do offer childcare for the “non-school” days for an additional fee. You will not be able to pay for the additional fees through the Auto Withdrawal; this will need to be done at the Edwin Pratt Learning Center. **Your auto withdraw form only authorizes us to withdraw your funds for the current school year.**

If you do a schedule change, you may not see the new amount come out of your account until the following month. If you have a schedule change where you owe more for the month, you will need to make other arrangements for payment with Betty Humphreys, 206-393-4229.

**If you have a change of account or would like to cancel your automatic deduction from your account, it must be done in writing 30 days in advance prior to your next schedule withdraw to Betty Humphreys. You may also send an e-mail to [betty.humphreys@shorelineschools.org](mailto:betty.humphreys@shorelineschools.org).**

If you are interested in signing up with this program, please fill out the enclosed “Authorization Agreement for Direct Payment.” Please make sure you attach a voided check and include a legible e-mail address on the form. Please return it to the District Accounting office no later than **July 01, 2020** to enroll in this program.

If your form is received later than July 01, 2020, you can still sign up. However, your auto withdrawal start date may be delayed, a payment will be required by check, credit card, or cash.

If you have any questions, please feel free to call Betty Humphreys @ 206-393-4229.