

December 18, 2015

Dear Parents,

Please read the below information regarding tuition payment changes:

We wanted to provide you with the following update to City Tree's billing procedures. Checks and money orders are still accepted in the white mailbox outside the school office or can be mailed to the school, with the note "attention bookkeeper". Cash is received in the school office on school days from 7:30am-4:00pm. If you pay by credit, please note that there will now be a 3% convenience fee added to your payment. Each year, City Tree has had to pay over \$10,000 in credit card service charges. Thus, the school and students receive no benefit from offering a credit card service. This \$10,000 will go a long way to help fund the school's supplies, teachers, facilities, and program. Our preferred method of payment is still Electronic Funds Transfer for which there is no convenience fee. Please stop by the school office to pick up a form for EFT if you wish to enroll.

Thank you for your understanding and support on this issue. Please do not hesitate to contact me if you have any questions.

Sincerely,

Sue Kennedy
Principal