

**THE
LIGHTHOUSE
PROGRAM**



After School / Summer Programs
*making a **DIFFERENCE!***

PAYMENT REMINDER NOTICE

School Site: _____

Date: _____

Dear _____
Parent/Guardian

According to our records, we show that your payment for after school is now past due. Please remit \$_____ to bring your account up to date. This amount covers the time period between _____ and _____. If you are having difficulty meeting payment schedules, please see me to arrange a more suitable payment plan.

Thank you for your cooperation.

Sincerely,

Site Coordinator