

Don't Forget!

- 1) Updated pictures of ALL individuals authorized to pick up child sent to seltzerlatchkey@usd259.net. Make sure to have them labeled as I do not know who they are.
- 2) Payments are due by FRIDAYS at 6:00 PM. If you fail to make your payment by 6:00 PM on Friday, there will be a \$5 late fee.
- 3) Make sure to send ALL Payment receipts to seltzerlatchkey@usd259.net every time a payment is made so you are not charged the late payment fee. If payments are made, but receipt is not sent, you will still be charged the \$5 late fee as that is our only way of knowing if a payment is made.
- 4) Make sure to read the Parent Handbook.
- 5) Cash is NOT accepted at Seltzer Latchkey.
- 6) Forms at the back of this packet show you how to make a payment.