

From the Office.....

In the past, we have allowed parents to include several items of payment on a single check to be sent to the school office for distributions to the proper departments. As our school has grown, so have the possibilities of where money could be sent during the school year. Here are some examples of the areas of money designation.

Tuition
Lunch money
Field trips
T-shirts – class, spring break, Banquet, sports, etc.
Yearbook
Special events
Sports admission cards
Cheerleading
Senior trip
Athletic uniforms

Dance Checks must be payable to: **Performing Arts Spectrum**

Photography Club checks must be payable to: **Donna Hovey**

This year we are asking that you help us by issuing separate checks for money sent for anything *other than* tuition and music lessons.

When submitting checks to the ECS office, please indicate on the memo line of your check what the check is for and your *child's name*.

When submitting cash, please put it in a sealed envelope and mark clearly on the outside of the envelope what the cash is for. **ALWAYS** put your *child's name* and *teacher* on the envelope as well as *how much* cash you have enclosed.

Also, we are implementing a new school-wide policy concerning office charges. Office lunch charges will be limited to freezer food only. Freezer foods available are listed on the lunch menu included in this packet. If a student does not have enough money to cover lunch, we will charge them enough to get one item from the freezer. The cost of freeze items is \$1.50. Charges for the food from vendors will **not** be allowed. **No cash charges** will be allowed. When a charge is made, payment is expected the following school day. This will keep repeated charges from occurring resulting in large balances due for lunches.

Your attention to these important money issues will help us all become better stewards of the finances God entrust us with. Your help will be much appreciated

Together in His service,
Emmanuel Christian School Office