

# **Lander Elementary P.T.G.**

## ***Check Policy***

Lander P.T.G. Board has instituted a policy regarding check writing. We have many events throughout the school year you may want to participate in. Please keep in mind the following information when writing a check.

We will be accepting checks from the Mayfield School area only. This includes Mayfield Heights, Highland Heights, Mayfield Village, and Gates Mills. Please make sure your student's name and the teacher's name, are written on the check.

In the event of a Non-Sufficient Funds or NSF, there will be a \$36.00 service fee and a letter will go home and you will need to pay the amount plus the fee in cash to the school office within that week. With a NSF, you will be asked to pay in cash at all events. Should the amount not be taken care of you will receive a phone call reminder, next, and your student will not be allowed to attend any P.T.G. sponsored event. This includes the school parties which is P.T.G. sponsored.

Thank you for your understanding in this matter.

Lander P.T.G. Board