Dear Pegasus School Families,

Thank you for your participation in our Extended Day Program! We love spending time with your children beyond the regular school day, and we are grateful for the opportunity to provide our families with care both before and after school. This document provides information about our billing policies as well as step-by-step directions for making a payment through the online Dismissal Program.

**Billing Information**
- Invoices are sent via email on/around the 1st of the month
- Payment is due on the 15th of each month for all families with an outstanding balance
- There are two payment options:
  1. ONLINE PAYMENT through the Dismissal Program using a debit or credit card (*includes a service fee)
  2. Check Payment, dropped off at the school’s front desk
     - Please write your child’s name and “Extended Day” in the check’s memo line

**ONLINE PAYMENTS: Step-by-Step Directions**

**Step 1**
Login to the Dismissal Program from the Resources Tab of your Parent Portal
Step 2
Once you’ve logged into the Dismissal Program, you will see your family’s account summary and menu on the left side of the screen.

Click “Extended Day Charges” to view your family’s charges for the current school year and make a payment online.
Step 3
On the Extended Day Charges screen, you will find a detailed list of charges for both AM and PM Extended Day for the current school year.

To make a payment, click the “PAY” button on the bottom, right side of the screen.

*Note: This button may not be visible on all mobile devices/mobile browsers.*
Step 4
On the **Online Payment** screen, you will be directed to make your payment. Here you will find information about current service fees associated with debit and credit card payments.

*Note: Online payments are typically posted to your account within 1–2 business days. If you do not see a change in your account after this time period, please let us know.*

Thank you again for your participation in our programs and your prompt payment!

For questions about billing and payments, please contact Auxiliary Programs Coordinator, **Stephanie Kyle** for assistance.