

## Payment

Payment can be mailed to the district offices at:

13626 Twin Peaks Rd.  
Poway, CA 92064



Payment can also be submitted online

<https://firstlinemerchant.com/PUSD/ess.htm>

Payment must be made by the 15th of each month in order to avoid a \$20 late fee.

### Payment options include

e-Check, Visa, MasterCard or Debit card with a Visa or MasterCard logo.  
Please be aware that payment may take 5-7 days for processing.  
*e-Check is the preferred method of payment*

For more information about monthly payment amounts, refer to the ESS Fee Chart at

<http://www.powayusd.com/pusdess/fees/ESSfee09-10.pdf>.

Please see Mary or Niki if you have any questions about your bill.

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## Vacation Requests

Each child is allowed two weeks of vacation credit, excluding Winter Break, Presidents Week, and Spring Break. Attendance during these weeks is optional and requires advance sign up.

To request a vacation credit, two weeks written notice is required using the Fee Adjustment Form. It must be submitted by the 15th of the month prior to the vacation to be reflected on your invoice. Requests made after the 15th will result in an adjustment made to the next month's invoice.

Vacations must be taken consecutively in five-day increments. Vacations longer than two weeks require withdrawal from the program with a \$25.00 re-registration fee upon return. A two week notice is required for withdrawals.

There are no refunds for absences due to illness or partial attendance.

