

CREDIT CARD PAYMENT AUTHORIZATION FORM

Method of Payment

Discovery has several methods of payment. You may pay by cash, debit or credit card. An INTERAC machine is available at all Discovery sites. Your credit card will not only benefit you and your family the peace of mind to know your charges are being paid on time but it will also allow you to take advantage of incentive based cards such as air miles and reward points, providing even more of a return on this valuable investment. We will mail out an invoice that will inform you of what the charge is for that month. If paid by credit card it will also inform you when it will be billed to your account (***this also allows you 30 days to pay your credit card company***). Payments paid by cash or debit must be paid by the **first of the month in order for us to guarantee your childcare space.**

Over due Accounts

Reminders will be sent out for overdue accounts. If program fees are in arrears for more than two weeks, the parents will be denied the use of the program until satisfactory arrangements for payment have been made. If parents are experiencing financial difficulties, the Executive Director will be happy to speak with them and try to work out a viable solution. Our lines of communication are open.

Financial Assistance

Financial assistance is available through the corporation of the City of Windsor from the department of Children’s Services of Windsor/Essex County. For more information on this, contact the Leamington Office where all screening is done. The person to speak to is **Julia Fletcher at 322-3522**. *All information is confidential.*

Scheduling Requirements

Once your schedule is in you are responsible to pay for those days. If you give us two weeks notice of a change then we will credit your account. We expect payment with your calendar. If your account is two weeks in arrears your child is not eligible to attend the program. If you need to make special arrangements you must contact the Director **Beth Ann Meloche at 519-733-8202**

Rates	Full day (breakfast, lunch & snacks)	Half day (breakfast, lunch & snacks)
Toddler	\$36.00 (3 full day minimum)	\$25.50
Pre-school	\$33.00	\$23.00
Kindergarten	\$32.00	\$22.00
School age	\$30.00	\$20.00

A flat rate of \$ 8.00 in the morning and \$ 9.00 in the afternoon (breakfast and snacks included)

Drop in rates are available @ a rate of \$ 1.00 more per service, if your needs are less than 2 days per week.

In order to use your credit card we will need this form filled out with your name, your credit card number, the expiry date and your signature.

<p>Child’s Name: _____</p> <p>Card Holder’s Name: _____</p> <p>Credit Card Number: _____</p> <p>Expiry Date: _____</p> <p>Signature: _____</p>	<p>Please check one</p> <p><input type="checkbox"/> Master Card</p> <p><input type="checkbox"/> Visa</p>
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P. O. Box 421, Kingsville, Ontario N9Y 2G1
Tel: (519) 733-8202 Fax: (519) 733-2988

GENERAL PERMISSION FORM

Field Trips

I give permission for my child/ren _____

To participate in field trips with the Discovery School-Based Childcare Program. I understand that the children will be transported by appropriate means and all reasonable safety precautions and supervisory requirements will be taken.

Parent's signature

Bug Spray Application

The teachers of Discovery School-Based Childcare Program of Kingsville Inc. have my permission to apply bug spray "OFF SKINTASTIC" for kids on my child/ren on an as needed basis.

Parent's signature

Sunscreen Application

The teachers of the Discovery School-Based Childcare Program of Kingsville Inc. have my permission to apply sunscreen on my child/ren on an as needed basis.

Parent's signature

Photographs

The teachers of the Discovery School-Based Childcare Program of Kingsville Inc. have my permission to take photographs of my child/ren and that they may be submitted for local publication.

Parent's signature



Discovery School Based Childcare Program of Kingsville Inc.

FINANCIAL CONTRACT AGREEMENT

We / I agree to:

- 1) Pay on a regular basis as per the agreed upon fees with **NO** deductions for absent days according to my child's schedule.
- 2) Submit my monthly calendar by the 15th of each month to ensure my child's space. If no schedule is received then you will be billed in accordance to your previous months schedule.
- 3) Inform the Supervisor of any changes to my child's schedule 2 weeks in advance, to avoid being charged for unneeded days.
- 4) Give two weeks notice in the event of needing to withdraw my child from Discovery.
- 5) Pick-up my child within the 6:00 p.m. closing or be subjected to the \$1.00 per minute late pick-up charge after 6:00 p.m. (payable to the staff on duty)
- 6) I understand and agree that for any returned cheque (NSF), a \$15.00 fee will automatically be charged to my account as a processing fee.

The conditions of this agreement provide protection for you as a parent, as well as for our program. In order to assure that we can provide the services that your child/ren are entitled to, it is essential that the financial status of Discovery be stable.

Date: _____

Parent Signature: _____