



PAYMENT OF FEES

Please complete for method of payment and provide credit reference.

Child's Name: _____

Parent/Guardian's Name: _____

Daycare fees will be paid by:

- cheque
- cash
- daycare subsidy *

* When paying through **daycare subsidy**, proof must be provided by way of a letter that Education, Culture & Employment has been requested to send the cheques directly to the daycare.

Credit Reference:

Name: _____

Address: _____

Phone No. _____

Fax No. _____

Non-Payment of Fees

Children whose fees have not been paid within one week of the first business day of the month may be denied care. **A \$50.00 late fee will be added to your account after the 7th day, if fee payment has not been received.** If you have a problem meeting this request, you could write a letter to the Vice President, Finance, explaining your situation and ask for an alternate payment arrangement. Permission must be received, in writing, from the Vice President, Finance before this will be allowed. **NSF cheques are subject to a \$35.00 service charge.** If two NSF cheques are received, you are to pay with cash or money order only. The Centre will pursue delinquent accounts by all legal means available. Parents that leave the Centre with an outstanding account will have 30 days from the last day a child is at the Centre to pay the account in full or an additional 25% handling charge will be added to the account and referred to a collection agency. Please refer to daycare policies for additional information on payment of fees.