



Discovery School-Based Child Care Program
P.O. Box 421, Kingsville, ON N9Y 2G1
Tel: (519) 733-62-8202 | Fax: (519) 733-2988

FINANCIAL CONTRACT AGREEMENT

We / I agree to:

1. Pay on the first of every month as per the agreed upon fees with NO deductions for absent days according to your child's schedule, in order to avoid paying a 2% interest charge for late payments, which will be applied to my account after 30 days.
2. Submit my monthly calendar by the 15th of each month to ensure my child's space. If no calendar is received, then you will be automatically billed in accordance to your schedule submitted on your child's registration form.
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).

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: _____

Discovery School Based Child Care Program

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

Go to the **City of Windsor** Internet Home Page, www.citywindsor.ca Select

- E-Services (from the Welcome Menu) then choose the first option
- Child Care Assistance (from the side Menu) Clients must use the Fee Subsidy calculator to access the application instructions and forms.

For Assistance or if unable to complete the on-line application process, call Children's First Services @ **519-946-9988 Ext. 5572** (all information is confidential)

Also see attached sheet **How to Apply for Child Care Fee Assistance** in the registration package)

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 **Karen Loeppgy at 519-733-8202**

Rates	Full day (breakfast, lunch & snacks)	Half day (breakfast, lunch & snacks)
Toddler	\$38.00 (2 full day minimum)	\$28.00
Pre-school	\$35.00	\$25.00
Kindergarten	\$34.00	\$24.00
School age	\$32.00	\$22.00

A flat rate of \$ 9.00 in the morning and \$ 10.00 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.
No Drop-in rates available for Toddler program only

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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