



# LICENSED CHILD CARE REGISTRATION PACKAGE

## PAYMENT INFORMATION

Child's Surname		Child's First Name	
Payer Surname		Payer First Name	
Address		City	Postal Code
Main Phone/Cell Phone	Work Phone	Email	
<i>In accordance with Canada Revenue Agency guidelines, Child Care Tax Receipts will be issued in the name of the Payer.</i>			

## PAYMENT OPTIONS

Payment is charged automatically on the first (1<sup>st</sup>) of each month through pre-authorized payment. Payment is available by credit card only. Please do not fax, email or write down your FULL credit card number. You will be contacted at the time of registration with instructions on providing your credit card information in a secure manner.

**Please provide the last 4 digits of your credit card for pre-authorization:**

## PRE-AUTHORIZED PAYMENT CONDITIONS AND AUTHORIZATION

I hereby authorize the YMCA-YWCA of Vancouver Island (YMCA-YWCA) to deduct monthly childcare fees from my credit card on the first (1<sup>st</sup>) of each month. Childcare fees are not adjusted if your child is absent due to sickness, vacation or other personal reasons.

The YMCA-YWCA will not be responsible for any costs charged by my bank/financial institution. If a payment is declined or returned, you will be notified to arrange payment online or over the phone. If payment is not received in a timely fashion it is deemed as non-payment. Non-payment may result in the immediate cancellation of services.

The YMCA-YWCA reviews its childcare fees on an annual basis. Thirty (30) days notice in advance of any fee increase will be provided.

To make changes to your account information, ten (10) days notice is required, prior to the first (1<sup>st</sup>) of the month. It is the responsibility of the parent to ensure that the YMCA-YWCA of Vancouver Island has a current address. Online services are available to make payment for any outstanding childcare fees. To update your payment information please contact Registration Services.

I may revoke my payment authorization at any time by providing written notice of 30 days. Revoking my payment authorization does not cancel my Childcare Services with the YMCA-YWCA of Vancouver Island. I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or inconsistent with this PAD Agreement. For more information on my right to cancel a PAD Agreement or more information on my recourse rights, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

In the event I want to make changes to the program my child attends or to withdraw my child from the program, I agree to provide sixty (60) days notice. For example, to withdraw July 1<sup>st</sup>, written notice would be required on or before May 1<sup>st</sup>.

**Payer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Signature (if not payer):** \_\_\_\_\_

**Date:** \_\_\_\_\_