



Shine On

Pre-Authorized Payment Agreement

Welcome and thank you for choosing the YMCA of Northeastern Ontario. Please review the following information carefully and note that this form and method of payment are required even if families are fully subsidized.

Effective Date: (Y/M/D) ____/____/____ Branch: [] North Bay [] Sudbury [] Timmins

Child Care Fees:

The YMCA of Northeastern Ontario's fees are subject to change. The YMCA of Northeastern Ontario will provide written notice to families at least 30 days before the date the change will take place.

Initial: _____

Payment Information:

Please check all that apply regarding your payment information. Please select one of the below payment schedule options.

- I will pay the full daily fee for my child.
I have a custody agreement which affects billing. (attached)
I have, or I will be applying for subsidy.
All on the 1st of the month, for the month.
Split between the 1st and the 20th of the month

Initial: _____

Custody Agreement:

I understand that it is my responsibility to advise the YMCA of Northeastern Ontario's Child Care Registration and Billing Department of any custody agreements that affect billing (i.e. Parent/Guardian 1 pays for 40% of the cost of care, while Parent/Guardian 2 pays for the remaining 60% of the cost of care., etc.)

Initial: _____

Subsidy Information:

I understand that if subsidy is covering my child care based on my/our work/school schedule, I/we are responsible for providing it to the appropriate persons (as per your municipality's instructions).

Initial: _____

Changes in Information:

I will advise the YMCA of Northeastern Ontario in writing of any changes that would affect the processing of my payment, i.e. name or address change, change in bank, branch or account number, expiry date or new card number, a minimum of 10 business days before my next payment.

Initial: _____

Returned Payment:

If a payment does not clear my bank account, or my credit card is not approved to cover my payment, I will pay the balance owing plus the applicable NSF (Non-Sufficient Funds) service charge of \$30.

Initial: _____

Refund Policy:

To guarantee a refund, withdrawals must be made in writing using the "Request to Modify Existing Care" form (available upon request) at least 10 business days in advance (unless otherwise specified) and approved by your child care supervisor.

Initial: _____

Table with 4 columns: Child(ren)'s Legal Last Name, Child(ren)'s Legal First Name, Date of Birth (Y/M/D), Gender

✂ -----

Method of Payment: [] Bank/Trust/Credit Union... [] Credit Card [] Visa [] MasterCard
Account Holder Information: Address: _____ City/Prov.: _____ Postal Code: _____ Phone: _____ Email: _____

By signing below, I have read, understand, and freely accept the fee and payment information and terms and conditions outlined in this agreement (both front and rear sides). I agree that I am of the age of majority. If applicable, I have the authority to agree to the terms and sign on behalf of any member(s) of my family using the YMCA of Northeastern Ontario's Child Care Services. I further understand that I have certain resource 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. To obtain more information on my resource rights, I may contact my financial institution or visit www.cdnpay.ca.

_____ Parent/Guardian Name (please print)	_____ Parent/Guardian Signature	_____ Date
_____ Account Holder Name (<i>only if different than above</i>)	_____ Account Holder Signature (<i>only if different than above</i>)	_____ Date
_____ YMCA Staff Name (please print)	_____ YMCA Staff Signature	_____ Date

General Terms & Conditions

As a YMCA of Northeastern Ontario parent/guardian/payer, I have signed on the front page that I understand and agree that:

- Fees are due and paid through pre-authorized payment (chequing account, Visa, or MasterCard) on the 1st of the month for that month (i.e. January fees are due January 1st) or split between the 1st and the 20th of the month for that month (i.e. half of January's fees are due on January 1st while the other half is due on January 20th). Payment schedules will be available on the Avocado Parent Portal around the 12th day of the previous month for the following month (i.e. April's payment schedule will be available on March 12th). Any additional fees are added to the next available pre-authorized payment, in which case an email will be sent to you advising of the amount with details. For security and safety purposes, our Child Care Registration and Billing Department and our Child Care Staff will not accept cash. Funds will be withdrawn from your bank account or credit card as indicated on the reverse side; based on the current payment schedule.
- The YMCA of Northeastern Ontario reserves the right to suspend or terminate child care, without refund, for an account overdue or for failure to comply with the terms and conditions.
- All late fee charges will be applied to your monthly billing. There is a standard form of acknowledgment when this fee applies. Please see your Family Information Guide for specific details. For safety purposes, cash is not accepted.
- The YMCA of Northeastern Ontario is unable to place children on hold. An interruption in the use of care due to medical reasons, statutory holidays, vacation, or other personal reason(s), is not subject to a refund.

Etiquette Statement: The YMCA of Northeastern Ontario is a shared experience for everyone to enjoy. Each of us can make it better by being considerate to others. YMCA of Northeastern Ontario participants, staff and volunteers pledge to treat one another with respect and dignity. The YMCA of Northeastern Ontario reserves the right to suspend or cancel a child's care in its sole discretion for inappropriate behavior or failure to comply with this Etiquette Statement.

Your safety is important to us: The YMCA of Northeastern Ontario's commitment to proper maintenance and upkeep of our building and equipment is an important part of ensuring a safe environment for all. Our child care centers follow the requirements of the Child Care & Early Years Act, 2014 (CCEYA) in addition to guidelines set by the Municipality/City Quality Assurance, Public Health and Fire Regulations. Refunds will not be provided if your child care center is closed where legislative bodies will not allow us to open (i.e., no heat, hydro, school closure, etc.), including inclement weather, or other circumstances beyond our control.

Privacy Statement: As a charitable, community-based organization, the YMCA of Northeastern Ontario is committed to protecting your right to privacy. The personal information you share with the YMCA of Northeastern Ontario is used to support our work. To view our privacy policy, please visit <https://www.ymcaneo.ca/about-us/>. If you have a question or concern regarding your privacy, please email us at communications@ymcaneo.ca.