

PRE-AUTHORIZED DEBIT AGREEMENT INSTRUCTIONS SUMMER 2024

PAYOR/PAYEE INFORMATION

- Please fill out “Section 1: Customer Information” with all requested information. If completing one form for multiple children, please ensure that all names are included.
- On the line for “Type of service,” please check the box for “Personal.”

PAYMENT DETAILS

- If you have not previously submitted a PAD agreement or your banking information has changed, please attach a VOID cheque or official bank confirmation of account in the space provided under “Section 2: Bank Account Information” (required).
- If you have previously submitted a PAD agreement and your banking information has not changed, check the box for “no change from previous PAD agreement.” You do not need to provide a void cheque or official bank confirmation.

AMOUNT OF PAYMENT

- Enter the number of days of care for Weeks One through Five (July 1st through August 2nd) for your child(ren) on the first line provided under “Section 3: Pre-Authorized Debit (PAD) Details,” then multiply the number of days by \$45 and enter that amount for the total fees. This is the amount that we will debit your account on the first business day of July.
- Enter the number of days of care for Weeks Six through Nine (August 5th through 30th) for your child(ren) on the second line provided under “Section 3: Pre-Authorized Debit (PAD) Details,” then multiply the number of days by \$45 and enter that amount for the total fees. This is the amount that we will debit your account on the first business day of August.
- Fees are \$45/day per child.
- Any additional fees as outlined in the parent agreement and handbook will be summarized in a monthly statement prior to being debited from your account on the 15th of the month. This includes possible annual membership fee, drop-in fees, or other charges not included in the amount authorized above. The statements will be issued at the beginning of each month for fees incurred in the preceding month and will be distributed via email.

DATES

- The first business day of July for all fees for days of care during Weeks One through Five (July 1st through August 2nd) is July 2nd, 2024.
- The first business day of August for all fees for days of care during Weeks Six through Nine (August 5th through 30th) is August 1st, 2024.
- Monthly, on the 15th of the month or the next business day, for all additional monthly fees as summarized in your statement issued at the beginning of each month. This account statement will be distributed electronically to the email address on file for your account.
- The annual membership fee (\$40 for new families, \$25 for returning members) will be debited from the account on September 15th, 2024 for families who will be attending Before or After School Care for the 2024-25 school year. Membership fees for families that are only attending the summer program will be debited on the 15th of the month following the first day of care.

AUTHORIZATION AND WAIVER OF PRE-NOTIFICATION

- Please read and sign “Section 3: Pre-Authorized Debit (PAD) Details” to give us your authorization to debit your account for the amount provided, as well as any additional monthly fees.
- Please note that we will provide monthly statements at the beginning of each month for any additional fees, as described above.
- The agreement will come into effect on the date provided, and is valid from July 1st through September 15th, 2024 unless cancelled.

CANCEL PAYMENT

- You may revoke your authorization at any time by providing at least 10 days written notice.
- To obtain a sample cancellation form, or for more information on your right to cancel a PAD agreement, contact your financial institution or visit www.cdnpay.ca
- You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca