



PRE-AUTHORIZED PAYMENT AGREEMENT

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

Effective Date: (yyyy/mm/dd) _____ / _____ / _____ Branch: Please Check (v) North Bay [] Sudbury []

Child Care Fees:

_____ Initial YMCA fees are subject to change. The YMCA will provide written notice to families a minimum of 30 days before the date the change will take place.

Withdrawal/Cancellation or Changes in Care Requested:

_____ Initial This agreement may be cancelled at any time upon receipt of proper written notice. I must provide the YMCA Child Care Finance Department or my Child Care Supervisor with a minimum of two weeks (10 business days) written notice of withdrawal from the program or change in care requests.

Changes in Information:

_____ Initial I will advise the YMCA Child Care Finance Department in writing of any changes which 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 ten (10) business days written notice.

Returned Payment:

_____ Initial 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 service charge of \$30. If I do not reimburse the YMCA of Northeastern Ontario the balance due within 7 days of being notified, I understand that my child's care may be suspended until payment is received in full or special arrangements are made with the Child Care Finance Department to clear my account.

Table with 4 columns: Child(ren)'s Last Name, Child(ren)'s First Name, Date of Birth (YYYY/MM/DD), Gender. Multiple empty rows for data entry.

METHOD OF PAYMENT

Pre-Authorized Payment:

- Bank/Trust/Credit Union (void cheque attached)
Credit Card
[] Visa
[] MasterCard

Account Holder Information:

Form fields for Account Holder Information: Address, City/Prov., Postal Code, Phone, Name of Cardholder, Credit Card Number, Expiry Date (mm/yy).

By signing below, I have read, understand and freely accept the fee and payment information and terms and conditions outlined in this agreement (including the reverse side). 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 YMCA Child Care Services.

Signature lines for Parent/Guardian Name, Parent/Guardian Signature, Date, Account Holder Name, Account Holder Signature, Date, YMCA Staff Name, YMCA Staff Signature, Date.



GENERAL TERMS & CONDITIONS

As a YMCA child care 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). You will receive a schedule of payments upon registration indicating your upcoming payments as the number of days in each month varies. Any additional fees are added to the next available pre-authorized payment, in which case a letter will be sent to you advising of the amount with details, including a revised schedule of payments. Our Child Care Finance Department does not accept cash for security and safety purposes. Funds will be withdrawn from your bank account or credit card as indicated on the reverse side; based on the current payment schedule received outlining the fees of the monthly child care registration.
- YMCA fees are subject to change. The YMCA will provide written notice to families a minimum of 30 days prior to the date the change takes effect.
- Fees are charged according to each age grouping, but more importantly by which program the children are placed. If a child is in a YMCA Toddler Program, but is a preschool age, they would pay the toddler rate.
- The YMCA reserves the right to suspend or terminate my child's 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 is unable to place children on hold. An interruption in use of care due to medical reasons, statutory holidays, vacation, inclement weather or loss of facility utilities or other personal reason(s), is not subject to a refund. You further understand that adjustments are not made if children are absent on a scheduled day.
- The YMCA offers full-time and part-time care to meet the needs of families, with the exception of infant care, where full-time care is the only option. Part-time care requires a minimum of two (2) or three (3) set days and is based on space availability. The set days cannot be changed or rotated (care is matched with another family off-setting the others set days to make a full week). However, if a centre is deemed as an assigned or approved rural program, Flex Care Services may be offered. Please see your Child Care Supervisor for details.
- The YMCA is unable to accept responsibility for lost or stolen items on YMCA premises.

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

Your safety is important to us: Our YMCA commitment to proper maintenance and upkeep of our buildings and equipment is an important part of ensuring a safe environment for all. Our child care centres 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 centre 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.

Limitation of Liability: While YMCA staff will make every reasonable effort to minimize exposure to known risks, I understand that in registering my child with the YMCA Child Care Services, my child will be involved in physical activities and that with any physical activity, there is a potential for risk or injury. I do hereby release the YMCA of Northeastern Ontario, and its respective officers, directors, employees, volunteers and agents, and their successors and assigns, from all liability for damages sustained in consequences of loss, injury or damage to myself or my child, and from all other actions, causes of action, claims, demands or damages of any kind with the respect to injury, loss or damages to any person or property including myself or my child arising out of or connected with preparation for, or participation in YMCA programs or activities. You may purchase optional personal insurance for your child(ren).

YMCA 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 is used to support the work of the YMCA. 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.

The YMCA of Northeastern Ontario is a trusted, relevant and responsible charitable organization that achieves its charitable purpose through exceptional staff and volunteers, developing and delivering high-quality programs and services. We build strong kids, strong families and strong communities. Please consider making a donation in support of the YMCA of Northeastern Ontario. Your financial gift will assist the YMCA to help those in need of our programs who would not otherwise be able to pay. Talk to any YMCA employee to gain more knowledge on how to give.