

The Windsor Learning Center, Inc.
Windsor, South Windsor, Manchester

Authorization Agreement for Credit/Debit Card Payments

I (we) hereby authorize **The Windsor Learning Center, Inc.** to charge my credit/debit card for payment of fees associated with the care for my child. The amount of the charge (each week) will be the amount of my weekly fee for such childcare services and/or any and all amounts that become two weeks past due.

Credit Card (circle one) MC VISA DISCOVER

Credit Card _____ Expiration Date _____

Address associated with account _____

Payment Type: RECURRING Amount to be charged \$ _____ weekly

Email address for payment confirmation _____

This authorization is to remain in full force and effect until **The Windsor Learning Center, Inc.** has received written notification from me (or either of us) of its termination.

Name(s): _____

Signature: _____ Date: _____

Acknowledgment of The Learning Center policies regarding any and all financial obligations

(All polices are also available in the parent handbook. Please initial each item below)

Accepted forms of payment - All families must enroll in an automatic recurring payment subscription (see above). Payments are processed every Monday using a debit or credit card. Recurring payments are weekly. The Learning Center is no longer accepting cash or personal check payments. _____

Tuition payments – All payments are due on the Monday of the week that service is being provided. If payment has not been received your child will be unable to attend the program. In the event a recurring tuition payment has been declined, your child will be unable to attend the program until payment has been arranged. All outstanding accounts are subject to collections and client will be held responsible for all reasonable collections fees. _____

Missed days – you are responsible for your weekly tuition regardless of sick days, holidays, days we are closed due to inclement weather, or missed days. This applies to full time and part time enrollment. _____

Termination of services – The Learning Center requires a 2 week notice of any termination of childcare services. Notice may be in letter form or email to management. In the event a 2 week notice was not received, the card on file will be charged accordingly. _____

Returned checks – There will be a \$25 charge assessed for all checks returned to us due to insufficient funds. _____

Care4Kids – We do cooperate with the Care4Kids program. It is the parent’s responsibility to pay weekly tuition in full until we receive a childcare certificate. At that time, a client’s account will be credited accordingly. In the event a childcare certificate has cancelled or lapsed, client will be responsible for weekly tuition cost in full. If a childcare certificate has cancelled; childcare services are being discontinued and The Learning Center has not receive the required 2 week notice, the card on file will be charged accordingly. _____

Deposits – The Learning Center will secure a child’s space in the program with a deposit. The deposit amount will be equivalent to your child’s weekly tuition. All deposits are non-refundable. _____

Tuition increases – Tuition rates are subject to annual increase. The Learning Center will always offer ample notification of all tuition increases. _____

Field trip fees – Field trips are scheduled periodically throughout the year. Additional fees are required for field trips and vary per trip. Chaperones are welcome to attend, chaperone fees will also apply. _____

Late pick up fees – There will be a \$10 per fifteen minute or fraction thereof charge for any children picked up after closing. _____