



#113 – 5455 152 Street
 Surrey, BC V3S 5A6
 Phone: 604-575-0549 Toll Free: 1-877-541-5459
 Email: admin@windandtide.com

2018/19 Childcare Payment Form

Child's Name: _____

Student ID: _____

Location: _____

Admin Office Use Only:

S: _____ D: M T W TH F

E: _____ ES RS GF

PART 1 - PAYMENT FORM

Please complete and return this Payment Form to the Administration office **by the given deadline**, along with your payments (Registration fee, Deposit, and Pre-Authorized Agreement).

Mail to: Wind & Tide
 #113 – 5455 152 Street
 Surrey, BC V3S 5A5

Fax to: 604-648-8616

Email to: admin@windandtide.com

PART 2 - STUDENT INFORMATION *(online)*

To complete your registration, it is imperative that you log on to your Parent Portal (online) to enter and complete your child's STUDENT INFORMATION.

PAYMENTS:

1. Registration Fee & Deposit

A \$50 Registration Fee and a tuition deposit (equal to ½ month's tuition) are payable at the time of placement in the Childcare program. The prepaid deposit will be applied towards your last month's tuition, pending **a minimum of 60 days written notice** has been provided, in accordance with our Payment Policy and Withdrawal Policy agreement (as outlined on page 3).

Complete the payment amount that you wish to be processed:

| Payment Type: <i>(please check ONE)</i> | Amount: | Date: |
|--|--|---|
| <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Cheque (# _____) | \$ _____ (\$50.00 plus 1/2 month's tuition) | Payment will be processed within one week of _____ (today's date). |

2. Monthly Tuition Payments

Please complete the Pre-Authorized (PAD) Agreement on the following page.



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Pre-Authorized (PAD) Agreement

Child's Name (first and last): _____ Student ID #: _____

Payment Details & Description of PAD

| | | | |
|--|--|--|--|
| Amount of Payment: | | Payments to Begin: | |
| <input checked="" type="checkbox"/> Fixed \$ _____ | | <input checked="" type="checkbox"/> Monthly starting _____ 1st, 20 _____ and on the 1 st of each month thereafter. | |
| <i>Choose ONE of the following options:</i> | <input type="checkbox"/> Payment withdrawn MONTHLY from a bank account. PLEASE ATTACH A "VOID" CHEQUE TO PAYMENT DETAILS PAGE | | |
| | <input type="checkbox"/> Payment to be withdrawn MONTHLY from a credit card: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex PLEASE COMPLETE CREDIT CARD INFORMATION ON PAYMENT DETAILS PAGE | | |

Payor Information

Account Holder(s) Name(s) and Address(es) (the "Payor")

Name _____
 Address _____
 City _____ Province _____ Postal Code _____
 Telephone _____ Email _____

| | | |
|--------------|------------------------|----------------------------------|
| Payee | Wind & Tide | Phone: 604-575-0549 |
| | #113-5455 152 Street | Toll free: 1-877-541-5459 |
| | Surrey, BC V3S 5A5 | Fax: 604-648-8616 |

Authorization

- I/We acknowledge that this Authorization is provided for the benefit of "Wind & Tide" and the "Processing Institution" and is provided in consideration of Processing Institution agreeing to process debits ("PADs") against the Account with Processing Institution in accordance with the rules of the Canadian Payments Association.
- I/We warrant and guarantee that the person(s) whose signature(s) are required to sign on the Account have signed the Authorization.
- I agree to waive any and all requirements to receive initial or further written pre-notification of debiting under the Canadian Payment Association Rules. Note: You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to dispute or received reimbursement for any debit that is not authorized or is not consistent with this Pre-Authorized Debit agreement. To obtain more information on your recourse rights, please contact your financial institution, visit www.cdnpay.ca, or contact Wind & Tide.

Payment and Withdrawal Policies

This agreement will be automatically cancelled proceeding the receipt of all required tuition payments and permitting that any outstanding balance on my account has been paid in full. To cancel payments prior to the completion of this agreement, I understand that I must formally withdraw my child from the program by providing the Administration office a minimum of 60 days written notice prior to the last day of the month in which I wish to withdraw, or one month's fees shall be paid in lieu of notice. Withdrawal requests must be submitted using the Withdrawal Form (found in the Documents Library on the Parent Portal) and that the date of withdrawal from any class will always be set for the last day of the month. I acknowledge that I have agreed to the payment terms, withdrawal and payment cancellation conditions as outlined on the Payment Form and in my initial placement email.

X _____
Payor Signature **Date**

X _____
Payor Signature (only necessary if account requires two signatures) **Date**

WITHDRAWAL AGREEMENT AND ADDITIONAL TERMS & CONDITIONS:

I acknowledge that I am financially responsible for all applicable fees while my child is registered in the class and will contact the Administration office if I need to withdraw my child from the program. I understand that:

- **My prepaid deposit will be applied towards my child's final month of tuition**, provided that I have formally withdrawn my child from the program and given the Administration office **a minimum of 60 days written notice** (Withdrawal form is available online on your Parent Portal in the Documents Library). *For example, withdrawing from the program for November 30, withdrawal request must be received on October 1;*
- Upon receipt of the withdrawal form, **the withdrawal date will always recorded as the last day of the following month and fees will be charged accordingly;**
- **No adjustments to monthly fees will be made for any mid-month withdrawal request.** Withdrawal date will always be recorded as the last day of any given month regardless of the last date of attendance at the facility and provided that the minimum notice has been provided (as stated above). **Tuition is an applied monthly fee, and thus will not be prorated;**
- **For any reduction of registered days**, my payment adjustment will take effect the 1st day of the proceeding month **only** if I have provided a minimum of 60 days written notice;
- Overdue or NSF payments must be submitted within 10 days, are subject to a \$15 NSF Fee, and that children are not allowed to continue attending classes if tuition balances are not paid within this time frame.
- Monthly tuition will not be prorated for those months with Statutory holidays, Wind & Tide Professional Development days (includes four Pro-D days in total between September and July), scheduled holiday closures, or in the event of closure due to extreme weather conditions;
- Monthly tuition will not be prorated due to a child's illness or for any absence regardless of length (i.e. family vacation, etc.);
- Requests to temporarily swap registered days cannot be accommodated;
- Drop-In days may be accommodated based on availability at the Centre. I understand that I must contact the Administration office (not the Centre) to request any additional Drop-In days and that I will be obligated to pay the fee of \$50.00/Drop-In for any extra day my child is registered to attend; and
- Wind & Tide reserves the right to request that a registered child (and family) leave the Centre **immediately** and withdraw from the childcare program altogether, in cases, where mediation processes have not resulted in a successful resolution and the continued enjoyment, safety and well-being of Wind & Tide's teaching staff, registered children and their families is compromised.

Signature: X _____

Date: _____



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PAYMENT DETAILS PAGE

Child's Name (first and last): _____ **Student ID #:** _____

For security purposes, your confidential payment details provided on this page will be destroyed upon entry into the encrypted payments systems: Moneris and/or Central 1, subscribed to by Wind & Tide.

Please Note: Payor(s) listed below are responsible to notify and provide Wind & Tide's Administration Office with any changes/updates to any payment information disclosed below (example: new bank account number, replacement credit card number, etc). Furthermore, personal payment information (credit card and/or banking) relating to your Wind & Tide family account is not kept on file.

Please complete the following payment information as authorized on your Payment Form.

CREDIT CARD PAYMENT DETAILS:

I have requested that Wind & Tide tuition payments be charged to my credit card:

Visa MasterCard Amex

Cardholder Name(s): _____ **Expiry Date:** _____

Credit Card #. _____ **CVV (security code):** _____

X

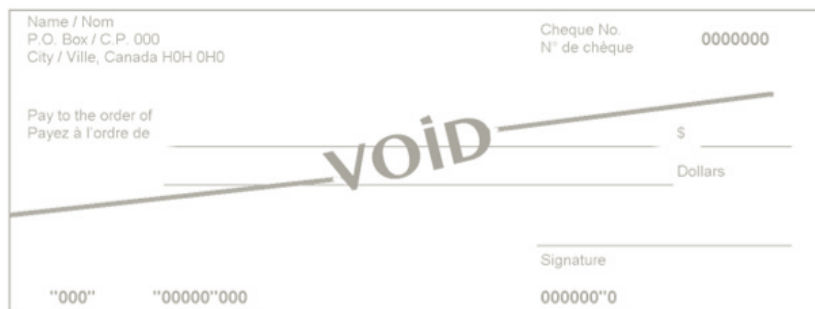
Payor Signature

Date

BANKING INFORMATION:

I have requested that Wind & Tide tuition payments be withdrawn from my bank account:

Please attach your "VOID" cheque here.



X

Payor Signature

Date

Order Form for Curriculum Albums

Child's Name (first and last): _____ Student ID #: _____

Wind & Tide's curriculum has been developed and taught using fun, interactive songs. Our music albums are available for purchase for both our Three and Four-Year-Old Preschool programs, and are the perfect way for parents to share and reinforce what their child is learning at school.

THREE-YEAR-OLD CURRICULUM ALBUM SET:



GOING FOR GOODNESS

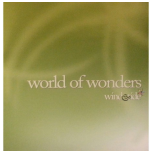
Valuable life lessons about Thankfulness, Inclusion and Respect (among others) with our special songs: "Give Thanks Everyday," "Let's Make Room for a Friend," and "I'll Show Respect".



BEGINNERS BIOLOGY

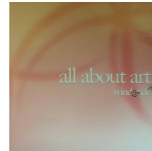
Did you know about the leaves changing colour and photosynthesis? Each fun-filled lesson for this unit is accompanied with a song kids love to sing.

FOUR-YEAR-OLD CURRICULUM ALBUM SET:



WORLD OF WONDERS

Did you know about the layers of the rainforest and the animals that live in each layer? Each fun-filled lesson for this unit is accompanied with a song kids love to sing.



ALL ABOUT ART

Ever wondered what made Monet unique? Or why Georgia O'Keeffe spent her life painting flowers? Learn about each of our featured artists with songs kids love to sing.

| PRODUCT DESCRIPTION | PRICE | PAYMENT DUE | QUANTITY | SUBTOTAL |
|---|---------------------|--|---------------|----------|
| DIGITAL DOWNLOADS Each digital download set includes <u>2</u> albums: <input type="checkbox"/> Three-Year-Old curriculum set <input type="checkbox"/> Four-Year-Old curriculum set Once your payments have been processed, you will receive an email with the download link. | \$20.00 /set | Will be processed within 30 days | x _____ | \$ _____ |
| USB FLASH DRIVES Each USB Flash Drive set includes <u>2</u> albums : <input type="checkbox"/> Three-Year-Old curriculum set <input type="checkbox"/> Four-Year-Old curriculum set Your payment will be due the first month of childcare and all USB drives will be delivered to your childcare centre. | \$25.00 /set | Will be processed on your child's first month in childcare | x _____ | \$ _____ |
| | | | TOTAL: | \$ _____ |

METHOD OF PAYMENT (Please select ONE Option):

- Please process the payment on my **credit card** for the products listed above. Please complete the Payment Details Page (page 4) with your credit card information.
- I have included a **cheque (chq # _____)** for the products listed above dated with today's date. Please make cheque payable to *Wind & Tide Preschools*.

Admin Office Use Only:

RS Payment Processed Emailed Download Link USB Delivered _____