



November 1 2016

Dear Parents:

As a parent or guardian of a child registered in 'Before- and After-School in Manor Park', we want you to know about a new payment option for your monthly fees.

The payment option, Pre-Authorized Debits (PAD), is an easy and secure payment alternative to post-dated cheques or cash.

With PAD, you authorize your monthly withdrawals in writing. The predictable schedule of withdrawals helps family budgeting. And, best of all, you can also authorize one-time payments like those for PA Day fees or other incidentals.

To participate in this new payment option, all you need is a bank account and email address!

To participate, please complete, sign, and return the attached 'Pre-Authorized Debits (PAD) Agreement' form to the MPCC office no later than December 1. If you have already provided post-dated cheques for 2017 fees, they will be returned to you when you drop off the signed PAD form.

More information about Pre-Authorized Debits as an additional fee payment option is found on the Frequently Asked Questions (FAQ) attached. You can also ask us at the MPCC office, or contact your own bank.

Regards

Lana Burpee
Executive Director

Nancy Carisse
Program Supervisor

Attach: FAQ, Pre-Authorized Debits (PAD) Agreement, Sample Cancellation Notice

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