



MAIN SITE
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September 1, 2018

Dear Discovery Early Learning & Care Family;

We are pleased to announce that we have registered with CIBC, TD, BMO, RBC and Scotiabank banking institutions, for your convenience in making direct payments online for your child care expenses starting September 1, 2018.

We invite you to set up your billing account like you would for other online payments and search for Discovery Early Learning & Care in the "Add Payee" line.

STEP 1: Add Payee

Discovery Early Learning & Care

STEP 2: Account Number

The next step would be the account number: Your invoice now has a unique account number beside your child's name. Please enter just the account number in this space.

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Some banks offer an optional line to add details of account. We require that you add in your child's name in this box as it is printed on your invoice.

STEP 3: My Payee Name (Optional) PLEASE ADD CHILD'S LAST & FIRST NAME

Leger, Jenna

For accounting purposes, we ask that you please set up an account for each of the children you are making payments for and follow these same instructions. Each child in our system has a unique account number for their child care and therefore need to be paid separately.

As we move forward with online payments we will be eliminating current payments with cash by December 31, 2018. The main site will continue to accept debit, VISA, and Mastercard payments through the "Debit/Credit Card Terminal" between 8:30 a.m. and 4:30 p.m. on weekdays. Please call to make arrangements if you require to make payment outside of office hours. If you are coming from another site please call ahead to ensure that someone is available to process your payment.

Current policies are still in effect with regards to payment dates. As a reminder, all invoices are to be paid by the 15th of each month and invoice balances must be paid in full by the end of each month in order to move into the following month with care. As we gather data with regards to our new online payment option we will continue to review our policies in case there is a need for adjustments.

If you have any questions, please feel free to contact the main site office at 705-693-5282.

Warmest regards;

Tracy Saarikoski, RECE, AECEO.C, BA

Executive Director