

Marina V Valenzuela
1225 Nilgai Place
Ventura, CA 93003

RE: Payment Options

Dear Parents/Guardians:

The daycare uses a program called Minute Menu Kids Pro to invoice clients and for record keeping. Clients have the ability to view and print invoices and receipts online. To make payments more convenient for our clients we accept cash, personal checks, electronic transfers, credit and debit. As an overview we will be going over how each form of payment is handled.

Cash and paper checks must be handed to me personally. Checks are deposited using remote deposit capture. Remote deposit capture allows me take a photo of the check through my bank's phone app on my phone and transmit the scanned images to my bank for posting and clearing.

Electronic payments will be made through ChildCarePay.com and are the equivalent to paper checks. To make an electronic payment login to ChildCarePay.com and open the invoice you wish to pay then follow the prompts.

Credit and debit cards payments can be made at the daycare or over the phone using a Square Up card reader. The card reader attaches to my smart phone, the amount due is entered and the card is swiped (or the card information is manually entered). Debit cards are swiped as credit.

All payments must be made in full when due. Incomplete payments are subject to a late payment fee. If payments are not made when due, childcare services will be suspended until payments, including penalty fees, are received in full. Ensure that there are sufficient funds in your account to cover your payment otherwise a nonsufficient funds fee and late payment fee will be added to your account. Checks, electronic payments, credit and debit cards can take one to seven days to clear. I do not give receipts for your payments however they can be saved or printed by logging in to your ChildCarePay.com account.

Thank you.

Sincerely,

Marina V Valenzuela
Helping Hands Childcare