

Family Name: _____

To help us provide exceptional care, we would appreciate payments to be made through our ProCare system. Many of you are already set-up with on-line payment with Tuition Express that is offered through ProCare...Thank you.

First Steps offers 3 payment methods to choose from:

- Preferred Method**
1. EFT/Direct deposit from your checking account or credit card (*form required)
 2. On-line at MyProCare.com with credit card.
 3. In office with debit card, credit card or check.

- **Contract Billing** is for families with children (4K or younger) that have set weekly schedules.
 - Payments *due by the Friday before the week of service* .
- **Hourly Billing** is for families with children (5K - 8th grade) that attend Before and/or After School care.
 - Payments *due on the Monday after the week of service*.

**By filling out the attached form, you are giving First Steps approval to take weekly payment by method EFT.*

Choosing EFT or On-line payment methods benefits both the center by receiving the payments promptly and the families by avoiding a \$20 late payment fee for payments not received by the required day stated and underlined above, or an interruption in child care service.

Please indicate how you will be paying for your services for our records:

_____ EFT/Direct Deposit _____ Online at MyProCare.com _____ In Office I, _____
understand the payment options and payment schedule. I understand that there is a \$20 late payment fee for payments not received on time and there may be an interruption in child care services for non payment.

Signature _____ Date _____

Please hand in this form before the first date of service. We are excited to assist you in caring for your child.

In Christ,
Amber Terry Center Director