

## Auto Pay Program

As a convenience to our families, we offer Auto Pay. This is a pre-authorized, automatically processed **monthly or bi-monthly** payment option. By enrolling in Auto Pay, your MasterCard, VISA, Discover, American Express card or checking account will be automatically processed each month per the monthly or bi-monthly selection of your choice.

### Select from one of the two Auto Pay Options:

**Monthly Auto Pay:** The total monthly tuition will be charged on or around the 15<sup>th</sup> of the month for the upcoming service period. (Please see the schedule dates below for specific date processed each month)

**OR**

**Bi-Monthly Auto Pay:** ½ of the total monthly tuition will be charged on the 15<sup>th</sup> of the month and ½ will be charged on or around the 30<sup>th</sup> of the month for the upcoming service period.

You may also call our main office to make payments directly from your checking/savings account or credit/debit card, or send check payments via US Mail to: Children's Services, 7377 Chateau Drive, Parma, OH 44130. Cash payments may be dropped off at our main office only. If you have any questions regarding your account or for payment information, contact us at 440-885-8301.

### **Checking\*/MasterCard/VISA/Discover Pre-Authorization**

I, \_\_\_\_\_, authorize the Extended Day Child Care Department of the Parma City Schools, to automatically debit my checking account, MasterCard, VISA, or Discover card on or around the 15<sup>th</sup> for monthly, or the 15<sup>th</sup> and the 30<sup>th</sup> of each month for bi-monthly billing for childcare tuition payments while my child/ren are actively enrolled in the 2025-2026 Extended Day Child Care Program.

**Print clearly:**

Name as it appears on account/card: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MasterCard/VISA/Discover #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Code: \_\_\_\_\_

\*If using a Checking Account for ACH payments a Voided check must be attached.

### **EDC Payment Schedule Dates**

<u>Payment Due</u>	<u>Service Period</u>
August 15, 2025	August 25, 2025 - September 26, 2025
September 15, 2025	September 29, 2025 – October 24, 2025
October 15, 2025	October 27, 2025 – November 28, 2025
November 14, 2025	December 1, 2025 – December 19, 2025
December 15, 2025	January 5, 2026 - January 30, 2026
January 15, 2026	February 2, 2026 – February 27, 2026
February 13, 2026	March 2, 2026 – March 27, 2026
March 16, 2026	April 6, 2026 - May 1, 2026
April 15, 2026	May 4, 2026 - June 4, 2026