



AristoCat Children's Academy

New Student Enrollment Packet

<u>Office Checklist</u>	<u>Parent Checklist</u>	<u>Items Required</u>
		Current Immunization Records for each child must be in the office at the time of enrollment
		Child Admission Agreement & Health Assessment for each child
		Student Schedule
		Signed Parent Agreement
		Signed Photographic Authorization Form
		Signed Field Trip Permission Form
		If applicable, state assistance and/or 1st month of tuition payment received
		\$50 Registration fee paid at the time of enrollment
		Potty Training/Behavior History
		Complete paperwork must be received by the office, 48 hours (minimum) before a student can attend their first day.



Child Admission Agreement

Name of Child

Birthdate

Enrollment Date:

Nickname

Sex (check one)

Male
Female

Street Address

Mailing Address

City

State

Zip Code

Mother's/Guardian's Name

Birthdate:

Email:

Cell #

Home #

Work #

Employer

Father's/Guardian's Name

Birthdate:

Email:

Cell #

Home #

Work #

Employer

How did you hear about us?

Emergency Contacts (Other than Parents) and persons Authorized to Pick-Up the Child

Name	Relationship to Child	Address	Phone #
<input type="checkbox"/> Check if there are no emergency contacts available, other than parents.			
<input type="checkbox"/> Check if there are no persons authorized to pick up the child, other than parents.			
Out of Area/State Contact Name (if available)	Relationship to Child	Address	Phone #

In case of emergency or serious illness, when parents cannot be reached immediately, I hereby authorize the provider to obtain emergency medical care and/or provide emergency medical transportation for my child.

Signature of Parent or Guardian

Date

I hereby give the provider permission to transport my child in the provider's vehicle for the following (optional):

To and From School On Field Trips (with written permission in advance) Other

Signature of Parent or Guardian

Date



Child Health Assessment

Please Write Clearly

Name of Child _____ Birthdate _____

Check all that apply:

Does your child have any known allergies or sensitivities to:

	No	Yes	If Yes, Please List:
Medications	<input type="checkbox"/>	<input type="checkbox"/>	_____
Foods	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	<input type="checkbox"/>	_____

Illness or Medical Conditions:

Does your child have any of the following?

	No	Yes		No	Yes
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Visual Impairment	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Developmental Delays	<input type="checkbox"/>	<input type="checkbox"/>
Seizures	<input type="checkbox"/>	<input type="checkbox"/>	Physical Impairment	<input type="checkbox"/>	<input type="checkbox"/>
Heart Problems	<input type="checkbox"/>	<input type="checkbox"/>	Behavioral or Emotional Problems	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Impairment	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="text"/>	

Please list any allergies your child has with what their reactions are:

List any additional health information or special instructions you feel we need to be aware of:

List any regular medications your child takes:

Name of Child's Medical Provider:

Signature of Parent or Guardian

Date

This form must be completed for each child enrolled and must be reviewed annually by the parent/guardian, and any changes noted.

Reviewed and/or Update Date:	_____	Parent/Guardian Signature:	_____
Reviewed and/or Update Date:	_____	Parent/Guardian Signature:	_____
Reviewed and/or Update Date:	_____	Parent/Guardian Signature:	_____



Student Schedule

Please mark which days during the week your child(ren) will be attending the Academy.

Child's Name _____ Age _____

Monday	Tuesday	Wednesday	Thursday	Friday

Child's Name _____ Age _____

Monday	Tuesday	Wednesday	Thursday	Friday

Child's Name _____ Age _____

Monday	Tuesday	Wednesday	Thursday	Friday

Child's Name _____ Age _____

Monday	Tuesday	Wednesday	Thursday	Friday

Signature of Parent or Guardian _____ Date _____

On this form, one section must be completed for each child enrolled and must be reviewed annually by the parent/guardian, and any changes noted.

Reviewed and/or Update Date:	_____	Parent/Guardian Signature:	_____
Reviewed and/or Update Date:	_____	Parent/Guardian Signature:	_____
Reviewed and/or Update Date:	_____	Parent/Guardian Signature:	_____



Parent Agreement

Mission Statement

AristoCat Children's Academy exists to provide an affordable, safe, developmentally appropriate gateway to a bright future. We are committed to strengthening the bridge between your work and family life by creating a special place that supports them both. Our focus is to provide a stimulating learning experience that promotes each child's social, emotional, physical, and cognitive development. Our goal is to support children's desire to be lifelong learners.

Non-Discrimination:

AristoCat Children's Academy is committed to providing an environment free of unlawful discrimination. We do not discriminate based on race, gender, national origin, religion, sexual orientation, or disability. Families requiring reasonable accommodation because of their religion or disability should direct that request to the Academy Director. Each request will be considered on an individual basis.

Schedule of Operation

Parents are requested to strictly observe the hours of operations so that children are properly supervised.

Hours and Holidays

The following holidays will be observed:

- New Year's Observance (January 2nd)
- Martin Luther King Jr. Day (January 16th)
- President's Day (February 20th)
- Memorial Day (The last Monday of May)
- Juneteenth Day (June 19th)
- Independence Day (July 4th)
- Pioneer Day (the Day of or the following Monday)
- Labor Day (The first Monday of September)
- Columbus Day (October 9th)
- Veterans Day (November 10th)
- Thanksgiving Holidays (Thanksgiving Thursday and the following Friday)
- Christmas Break (December 25th through December 29th)
- New Year's Day (year pending)

In addition, the academy will be scheduled for four in-service days per year. These days will be for teachers continued education, curriculum preparation and deep cleaning. These dates will be given to you no less than one month in advance, as well as listed on our annual schedule, provided when enrolled. The academy reserves the right to close on any other day that is not listed above, and a written notice will be posted as soon as possible.



Registration Fee

All accounts are subject to registration fees. They consist of \$100 upon initial account creation, plus \$50 for each additional child. An annual re-registration fee of \$50.00, per child, will be charged every year in August. The fee is due at the time of registration, as well as annually with August tuition. All fees are non-refundable.

Signature of Parent or Guardian _____ Date _____

Tuition

Fees must be paid before services are rendered. Tuition is charged through Tuition Express on the 1st of every month unless it falls on a weekend or holiday, then it will process on the following business day. All charges & payments can be viewed on our check-in computer each day, on www.myprocare.com, or the app, using the email you provide at the time of registration. Remote payments can be made on tuitionexpress.com.

Infant, Toddler, and Early PreSchool enrollment is FULL TIME ONLY (Monday - Friday).

Signature of Parent or Guardian _____ Date _____

Payment

Tuition Express gives you the option of paying with an electronic check, debit card, credit card, or EBT (State Assistance). All payments via Credit or Debit card will incur a 4% convenience fee on every transaction. We encourage the use of a checking or savings to account for tuition payment. Invoices and Payments may be tracked online after registration via www.tuitionexpress.com, www.myprocare.com, and on the ProCare App. AristoCat Children's Academy does not accept cash or check. Teachers cannot accept fee payments in any way.

Signature of Parent or Guardian _____ Date _____

Past Due Accounts

A student's account that is past due will be denied access to the academy, and the child may not attend the center until the account is paid in full. A \$35.00 late fee will be applied every month the account is past due. Accounts that are delinquent by 30 days will be turned in to a collection agency of AristoCat Children's Academy's choice. In the event that any balance is not paid as agreed, the undersigned agrees to pay a collection fee as well as, all costs of collection. In the event of a lawsuit to collect the unpaid balance, the undersigned further agrees to pay court costs and reasonable attorney fees.

Signature of Parent or Guardian _____ Date _____



Late Pick Up Policy

Parents are requested to strictly observe the hours of operation to ensure that children are properly supervised. If a late pick-up occurs there will be a charge of \$20.00 for every fifteen minutes, per child, starting at 5:31 p.m. This is monitored directly with the time you sign students out on the check in station.

Returned Checks and Delinquent Fees

There will be a \$35.00 fee for all tuition transactions that are returned or declined for any reason.

Signature of Parent or Guardian	Date
---------------------------------	------

Check-In/Out Policy

For the safety of your child, we require you to sign your child in and out of the facility. If for any reason you are unable to check your child in or out, please see the director immediately. If a child is not checked in or out of our facility, there will be a \$20.00 check-in/out fee per occurrence.

Drop-in Policy

To ensure proper ratios are always maintained, a 24-hour notice must be sent to our office via phone call, 435-654-7439, or office email, academy@ymail.com. Any child dropped off who is not on the schedule and has not been arranged to be at the center will be charged a \$65.00 drop-in fee. If your child cannot be accommodated, we can and will refuse service.

Holding and Waitlist Policy

To hold your spot on the waiting list, there will be a nonrefundable \$100 holding fee, per month, per child. Once there is an opening, you will be contacted with a date to start enrollment.

The holding fee is meant to secure your students' space for enrollment; therefore a holding fee is applicable from the date contacted with a start date until your child begins attending. If the space becomes available mid-month, a holding fee is applicable on the first, with prorated tuition being charged from the start date, through the end of the month.

If paying more than three months, 30% of the holding fees will be credited towards your first full month of tuition.

For any reason you wish to be taken off the waiting list, you must contact the office manager before the first of the month.

Absences and Vacations (Maximum of 4 weeks per fiscal year, per child.)

Regular attendance is encouraged. Any child who is absent, for a period lasting longer than two (2) consecutive weeks at any time, without notifying the Academy Director, will automatically be removed from active enrollment and will need to re-enroll before returning.

Absences of an entire week (M-F) will be adjusted to a \$100 holding fee, for the week absent. The notice must be given to the office in written form before the absence and the adjustment must be requested.

Billing will not be adjusted for any date the academy is scheduled to close for on the annual schedule.



Withdrawal and Termination

Parents must notify the center director in writing via email two weeks before the withdrawal. All fees are due and payable during the final two weeks, regardless of termination cause.

AristoCat Children's Academy reserves the right to dismiss any child at any time with cause. Account balance must be paid within 30 days of dismissal; otherwise, the account will be referred to the company's collection agency, with fees to be paid by the delinquent party. Refusal and non-payment of tuition is cause for immediate dismissal.

Signature of Parent or Guardian _____

Date _____

Sunscreen Policy

For your child's safety and health, we apply sunscreen each time we go outside, and at two-hour intervals if outside time is prolonged, between April and November. We provide sunscreen, if your child has an allergy to our sunscreen, you can provide an alternative sunscreen accompanied by our sunscreen waiver.

Referrals

Satisfied families are our best form of advertising. We hope that you will share your satisfaction with friends, family, and co-workers. As a thank you for referring another family to our program, you will receive one week of the student's regular schedule of free tuition and your referral will receive FREE registration! The new family must have paid one full month's tuition before this credit will be issued. Please see the director for additional details. Be sure to have the referral mention your name on their enrollment paperwork.

Parent Conduct

AristoCat Children's Academy requires the parents and others picking up or dropping off children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of AristoCat Children's Academy is to provide the most appropriate environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of AristoCat Children's Academy but, is the responsibility of each parent or adult who enters the Academy. All adults are required to behave in a manner that fosters this ideal environment. This includes refraining from swearing, threatening, physical /verbal punishment of a child, smoking, and confrontational interactions.

Software Fee:

AristoCat Children's Academy utilizes a software program, in the classroom and our summer camps to actively communicate with parents about daily happenings. This is a mandatory program for all students that is \$7/month.

There is a feature for you, to upload documents, however, it does not notify us if you have done so. Documents will still need emailed to academy@ymail.com



Features Include:

- Receive pictures and beautiful daily reports via the app
- Download and share photos of your children!
- Record of assessments, activities, naps (and more!)
- Direct messaging program!

Signature of Parent or Guardian

Date

Arrival and Departure

Preschool Classes begin promptly at 9:00 am. Please have your child here before the noted time to eliminate classroom disruption. Upon arrival, each child must be clean and fresh. Please bring your child with a clean face, clothes, and especially free of soiled diapers/underwear.

For the health of your child, all children, parents, and visitors must wash hands following the posted handwashing procedures before entering any classroom.

Children will not be released to anyone not pre-authorized on the emergency list. When someone needs to be added to the authorized pick-up, we prefer that a parent/guardian does this in person with a staff member on duty. However, we will accept a call made from the parent/guardian to the academy's direct phone line, where they will be prompted for verification and the name of authorized pick-up personnel. Children must be left with a staff member upon arrival and parents must notify a staff member when a child is leaving. Do not let your child enter or leave the building unaccompanied.

We strongly request that parents NOT drop children off during rest times, 12:00 p.m. - 3:00 p.m. (times vary depending on classroom) as it disrupts the rest of the class. If you wish to pick up or drop off your student(s) during this time, we ask that you inform us in advance either in person or on the app so that we can have them ready for your arrival.

While picking up or dropping off your child who is enrolled at the Academy; we urge you not to leave unattended children in your vehicle.

Parents agree to provide transportation to and from AristoCat Children's Academy. Once a parent signs their child out, the parent is then solely responsible for supervising their child while on Academy premises.

*Cell Phones: We ask all persons to please finish their cell phone conversation before entering the building. The children are excited to see you and need your full attention. Take a minute to enjoy greeting your child and listening to what they have learned that day.



Social Media Policy

If for any reason it is seen that you or your family/friend has posted or replied on a Social Media Platform and has made any derogatory remarks about the Academy or its staff and/or students, your child(ren) enrollment will immediately be terminated from the Academy. The two-week termination notice fee of 2-weeks tuition will also still apply.

Signature of Parent or Guardian

Date

Clothing

Children should wear clothing that is comfortable, washable and allows for self-dressing. All items should be marked with the child's first and last name. We recommend that you provide a change of clothes in case of a spill or accident. Children need to wear sturdy closed-toe shoes as a matter of safety, particularly on the playground and field trips.

Aristocat Children's Academy will follow the ACA Clothing Policy. This includes the length of shorts, at least fingertip length, and NO tank tops (in which case, if one is worn an ACA t-shirt will be provided). Please bring your child in appropriate clothing for the day. We highly recommend the use of long or short sleeve sun-shirts in the summer for water play. If your child is wearing a bikini, an ACA t-shirt will be provided.

ARISTOCAT CHILDREN'S ACADEMY IS NOT RESPONSIBLE FOR LOST OR DAMAGED ITEMS.

Transportation

Safety is our primary concern when transporting children. Our buses have scheduled maintenance and inspections. All children must wear seat belts and remain orderly when riding on our buses.

If for any reason your child will not be riding from their school, you must notify the Academy 30 minutes before the pick-up time, to prevent an additional charge.

A \$15.00 fee will be charged each day when the Academy is not notified to take the child's name off the pick-up schedule. The bus driver will wait five minutes at the assigned bus stop. If a child does not report to the bus in that time the driver will notify the Academy, and the school, then proceed to the next assigned pick-up location. The Academy director will call the parents for further instructions.

Our buses will not transport children during any weather conditions considered hazardous.

Field Trips

Parents will be notified in advance of all field trips. Children are expected to follow all safety rules on field trips. Failure to abide by rules will be cause for the exclusion of a child from field trips. Younger children may go on walks through the neighborhood. All children are required to wear closed-toe shoes on field trips. If a class field trip is scheduled, and you wish for your child not to participate, you may be asked to make other care arrangements for your child for that day. When on field trips, we follow the same teacher/student ratio as in class.



Meal Policy

AristoCat Children's Academy does not provide any meals.

Please sign to acknowledge that you have read the meal policy in the Parent Handbook, as well as understand and acknowledge the cost of an emergency meal being provided.

Signature of Parent or Guardian _____

Date _____

Health

Parents are required to provide the Academy with a record of the child's immunizations before the child can attend, as well provide updated records when immunizations are given. Please submit an updated form to the office when the child turns 2 months, 4 months, 6 months, 12 months, 18 months, 24 months, 5 years, and 7 years old. Parents also must sign an agreement giving the Academy permission to call a doctor in case of an emergency.

If your child becomes ill at the Academy, they will be isolated, and you will be notified at once to take the child home. Facilities are not available at the Academy for sick children. If the Academy calls a parent or guardian when their child becomes ill, parents are expected to pick up the child promptly. **Children need to be picked up within 30 minutes.** We require parents to come expeditiously without hesitation. If a parent does not come or refuses to pick up their child, they will be unenrolled from our program.

If your child develops an illness, rash, fever, etc., you should call the Academy and state the nature of their condition. Other parents may need to be notified in case of a contagious disease/outbreak.

A child with an elevated temperature, diarrhea, vomiting, or known illness will not be admitted to the Academy. If your child has a fever, vomiting, or diarrhea the night before, you are required to keep him/her home to limit exposure to infections in the Academy. If your child is between 6 weeks and 5 years old, we do not allow your child to attend the Academy with a fever above 101.0 degrees.

****AristoCat Children's Academy has the right to change or update these policies at any time for the safety and health of our students. This includes any outbreaks or epidemics that the local health department has declared. ****





If your child has three episodes of vomiting or diarrhea, you will be called to pick up your child.

If your child has a temperature of 101 and is holding, we will call you to pick up your child.

If your child has any 2 (or more) combined symptoms, we will call you to pick up your child.

If a child is sent home from public school, AristoCat Children's Academy will follow district policy and the child will not be allowed at ACA.

The child must be FREE of ALL symptoms for AT LEAST 24 hours (unless otherwise stated by the administration) before returning to AristoCat Children's Academy.

Illness symptoms include but are not limited to fever, diarrhea, vomiting, lethargy, changes in behavior

In the event of multiple students or teachers with the same illness, we will post a communicable disease notice, and follow the outlined information regarding exclusion from the program.

To view the communicable diseases guidebook, visit: [child-care-illness-exclusions.pdf \(utah.edu\)](http://child-care-illness-exclusions.pdf(utah.edu))

Medication Authorization Forms

A medication form must be filled out and signed by a parent, at the time of medication being brought into the Academy and before being administered to the child.

Any time medication is administered to a student it will be documented in the app that is used to communicate with parents, and on the form.

All medication must be in its original container and unexpired. ACA will follow ALL manufacture guidelines when administering medications including age requirements.

MEDICATIONS WILL ONLY BE ADMINISTERED TO STUDENTS WHO ARE UNDER THE AGE OF 24 MONTHS, IF A DOCTORS NOTE OR PRESCRIPTION LABEL IS PROVIDED.

Please sign here to acknowledge that you have read the information regarding digital medication authorization forms.

Signature of Parent or Guardian

Date



Rest Time

All children at the Academy will rest after lunch. To protect your child's health, we provide a freshly sanitized cot, as well as a blanket and sheet. **Please do not send any sleep materials, as they will be provided.** Although children will not be forced to go to sleep during the nap period, nor criticized for not going to sleep, they will be required to rest quietly or do a quiet activity that is provided so that children who want to sleep may do so. Children can get off their mats/cots after 30 minutes if they can remain undisturbed to other students. Children only stay on their cots/mats longer than 30 minutes if they choose to do so. TV and videos are not used during nap time.

Incident and Injury Reports

Should your child be involved in an incident/accident during the day, a staff member will complete a Digital Incident/Accident Report on the app. The report will be discussed at the time of pick up and signed by the parent or person picking up. Should a person other than the parent pick up the child on the day of the incident, it is then the responsibility of that person to sign the incident report. By signing the incident report, you are **ONLY** acknowledging that you were informed about the incident.

Abuse and Neglect

As early care and education professionals, we are mandated by law to report any suspected cases of child abuse or neglect. We will not hesitate to seek help for any child. The Academy is required to contact the Department of Children Services for refusal to pick up a child at any time.

Signature of Parent or Guardian _____

Date _____

Guidance

Children must learn to see themselves as worthy, contributing participants with a sense of responsibility for their actions and respect for the rights of others. We believe in a positive approach to discipline with logical consequences for inappropriate behavior. When redirecting or guiding the child, consideration is given to both age and level of development for setting limits and schedules. Parents will be notified if there is a consistent behavior problem. Children learn and live by positive words and actions as a method of developing confident interpersonal skills.

Conflict of Interest

AristoCat Children's Academy does not allow staff to care for enrolled /previously enrolled (past 36 months) children outside of the academy during academy business hours. Failure to comply with this policy can result in termination of enrollment for the child and termination for the employee. This matter is not taken lightly. Do not ask for staff personal information.

Grievance Procedure

Should you or your child have questions or concerns about any part of our program we ask you to speak directly with the center director or the center owner. We are committed to providing the best possible care for your children and understand there might be occasional misses in communication.



Please talk to us so we can resolve any issues and/or concerns. If you have any further questions regarding the state regulations, please feel free to visit <http://health.utah.gov/licensing>

I HAVE READ, UNDERSTAND, AND ACCEPT THE POLICIES AND PROCEDURES OF ARISTOCAT CHILDREN'S ACADEMY. IF I NEED CLARIFICATION ON ANY POLICIES AND PROCEDURES I CAN AND WILL REFER TO THE FULL PARENT HANDBOOK THAT I WAS PROVIDED. I UNDERSTAND THAT THIS CONTRACT MAY BE REVIEWED AND REVISED AS NECESSARY AND THAT I WILL BE PROVIDED WITH WRITTEN NOTICE OF ANY SUCH REVISES/CHANGES AT LEAST 30 DAYS BEFORE ANY REVISIONS/CHANGES TO THIS AGREEMENT.

Signature of Parent or Guardian _____ Date _____

Signature of Parent or Guardian _____ Date _____

Signature of Director: _____ Date _____



Photographic Authorization Form

To avoid undue disruption of children or students as they are involved in learning and to protect the privacy and individual rights of all persons, we must ask your full cooperation in adhering to our photography policies and procedures.

Freedom to photograph is limited by the following conditions:

1. No photographs are to be sold by or to anyone or used in any way for commercial purposes. This includes but is not limited to:
 - Newspapers
 - Contests
 - Magazines
 - Television

Without prior consent of the parent/guardian of the children in the photograph/film, and the Director.

2. Photographers are not to prompt, pose or otherwise distract children or teachers in the children's programs at AristoCat Children's Academy.

Intended Use for Photographs: To display on classroom bulletin boards, newsletters, social media, photomontage, child's projects, or crafts.

Please opt my child out of any photography that will go out on social media or newsletters.

Child(ren)'s Name: _____

Signature of Parent or Guardian

Date



Field Trip Permission Form

Your child will have the opportunity to join their class on a field trip. Field trips provide one means of extending the learning environment beyond our academy. We want to simplify the process of granting field trip permission. Please fill out this form and return it to our academy. We need a separate form for each child in your family. Your child's teacher will send a not home before any field trips are taken. The academy will not provide lunches for field trips so please plan to send one with your child.

I give permission for my child _____ to go on all scheduled field trips with his/her class.

I do not give permission for my child to go on field trips.

Signature of Parent or Guardian _____

Date _____

If my child becomes ill or involved in an accident while away, I understand that the chaperone will seek medical attention for my child, the academy will contact me as soon as possible and I will be financially responsible for medical treatment. I further agree to hold AristoCat Children's Academy, its employees, and agents harmless for any injury or illness caused by the negligence of persons other than employees or agents for the Academy when such injury or illness occurs during the trip.

I _____, Understand that my child will be transported if he/she becomes ill, or is involved in an accident to seek medical attention, as stated above.

Signature of Parent or Guardian _____

Date _____

ALL CHILDREN IN THE INFANT/TODDLER PROGRAM WILL GO ON WALKING FIELDS TRIPS DAILY IN OUR ARISTOCAT STROLLERS. THIS IS NOT OPTIONAL.

I, _____, Understand that my child, if enrolled in the infant/toddler program, will go on walking field trips daily in the AristoCat Strollers.

Signature of Parent or Guardian _____

Date _____



Automated Payment Processing
Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express® – a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT and CREDIT CARD

I (we) hereby authorize **AristoCat Children's Academy** to initiate credit card charges to the below-referenced credit card account (Section A) OR, initial debit entries to my(our) Checking or Savings Account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days' written notice. Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

Complete ONE SECTION ONLY

Section A (Credit Card) Subject to 4% fee for every transaction

Cardholder Name		Phone #:	
Cardholder Address:		City:	State Zip
Account Number		Expiration Date	
Cardholder Signature		Date	

Section B (Bank Account)

Your Name		Phone #	
Address:		City:	State Zip
Bank or Credit Union Name			
Bank or Credit Union Address		City	State Zip
Routing Transit # (see sample below)		Account Number	

Checking Savings, is available, upon request.

For Official Use Only

Date Received
Employee Signature



A service of

