



“Where Kids Count”

Payment Method: Email Transfer Payment Instructions

Account Payment

MTJB uses the EZCare 2 online system for invoicing of child care fees; invoices/statements are distributed to families via email. Therefore, the Finance Officer must have an active email address for all families at all time. The method of payment is “email transfers” (also known as interac e-transfers) for account payments.

Procedure:

- 1) You must have access to online banking through your bank;
- 2) Send an email transfer to mtjb1987@gmail.com through online banking;
- 3) M.T.J.B. is now set up for automatic deposit so NO SECURITY QUESTION OR ANSWER IS REQUIRED;
- 5) M.T.J.B. will receive a message that a transfer is been made and deposited;
- 6) The Financial Officer, Marlene, will process the payment;
- 7) Payment is credited to your EZCare2 account and you are done!

Parents with any questions are asked to contact the Finance Officer Marlene, via email at mtjbfinance@gmail.com. Families wishing alternative payment arrangements must contact the Financial Officer. It is crucial that all family accounts are paid promptly so that MTJB can meet its commitments with respect to staff, landlords and suppliers.

Monthly Statements/Invoices are normally sent out by the second day of the month i.e. November Statements/Invoices are emailed to families by November 2nd. PAYMENT IN FULL to MTJB will be required by the 15th day of that specific month i.e. full payment for November must be submitted by November 15th.

Reminder Statements/Invoices will be sent to ALL families with balances owing on or about the 12th of the month to facilitate payment. In the event that payment has not been received by the 15th of that month, child care services can be terminated as of that date. Every effort will be made to assist families in meeting their payment commitments. Should termination of services occur, children can return once payment in full has been received, provided that the child care space is available.

Marlene Neddo,
Finance Officer
1-226-936-2643
mtjbfinance@gmail.com