



"Where Kids Count"

## **Payment Instructions**

### **Base Fees / Non-Base Fees**

The fees are broken down into two categories: base fees and non-base fees. The base fee is the daily fee for service. Non-base fees are the additional charges for programs such as hot lunch, field trips (kinder and school-age programs), sunscreen, and late pick-up fees (all programs).

### **Payment of Fees**

1. I/We will be responsible for the Payment of fees.
2. MTJB processes tuition payments via credit card or direct withdrawal from a bank account. Payment is collected in the parent communication app, which we use daily. We strongly encourage all families to turn on automatic Payment to guarantee your tuition is paid on time. When you receive the email, follow the steps provided to set up your payment method in the app's invoicing section.

Parents with any questions are asked to contact the Finance Officer Marlene, via email at [mtjbfinance@gmail.com](mailto: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.

Please refer to the Parent Handbook for more details regarding automatic payments, credit card fees, etc.

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