**Leaps & Bounds Preschool**

**Credit Card Authorization Form**

**For Recurring Charges**

We have had multiple parents ask if we could sign them up for automatic payments. We have looked in to this and are now able to provide this service for those who are interested. This method will also keep your account current to avoid late payment charges.

Please be advised that anytime we receive a late payment, there will be a charge of $25. Our policy is that all tuition fees are due on Friday the week before care. This Friday, tuition is due for next week….etc. We also understand that this may not be convenient for everyone. Although payments are due on Friday, we still allow a couple of business days to bring in payment. If payment is not received by Tuesday, a late payment will be assessed and your child will not be allowed to return to Leaps & Bounds until Tuition and late fees are paid.

If you would like for Leaps & Bounds to automatically charge your credit card for tuition each week, please fill out the information below.

Todays Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I authorize Leaps & Bounds Preschool to charge my card $\_\_\_\_\_\_\_.\_\_\_\_ each Friday for my child’s tuition.

Child(ren) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card Number: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ Exp Date \_\_\_\_\_/\_\_\_\_\_ Security Code \_\_\_\_\_\_\_\_\_

Card Billing Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I prefer transaction to be texted to this phone number (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_\_ or emailed to me at this email address:

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorization Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

This form is **HIGHLY CONFIDENTIAL** and will remain under lock and key.

Only Mrs. Libbie or Mrs. Lauren will have access to this information.