



**Toddler Town**  
D A Y C A R E  
"Where Your Child Always Comes First"

1501 W. Howard Street  
Evanston, IL 60202  
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Fax: (847) 475-5339  
[www.toddertownevanston.com](http://www.toddertownevanston.com)

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Chicago, IL 60639  
Tel: (773) 622-9433  
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## Credit Card Authorization Form For Tuition Payments

As of January 2018, Toddler Town Daycare Will Require and make Mandatory that all parents keep a credit card on file with the center. If you have not paid your tuition in Full by the last day of the month your account will be charged for the entire balance due along with a late fee of \$35.00. Parents can still make payments throughout the month through our website @ [www.myprocare.com](http://www.myprocare.com), leaving payment envelopes with your child's teacher or making them directly to the office. **If your payment is \$0.00 by the last day of the month, your credit card will not be charged.** However, if we try to process your card and it is declined your child will not be able to return to the center until payment in full is received. If after ONE WEEK we do not have a full payment, your child's spot will be given to the next child on our waiting list.

**Toddler Town will not be able to waive this requirement or accept payment arrangements for past due tuition any longer. All accounts will be required to be current by the last day of the month.**

Please complete all fields.

### Credit Card Information

Card Type: ☐ MasterCard ☐ VISA ☐ Discover

Cardholder Name (as shown on card):

Card Number:

Expiration Date (mm/yy):

Cardholder ZIP Code (from credit card billing address):

CVV (Security number from back of card):

I, \_\_\_\_\_, authorize Toddler Town Daycare to charge my credit card above for Child Care Tuition if I have not already made my payment in full. I understand that my information will be saved on file for future transactions on my account.

\_\_\_\_\_

Customer Signature

\_\_\_\_\_

Date

**To keep your credit card data safe, DO NOT EMAIL THIS FORM to Toddler Town.**

**Please print and deliver in person.**