SCHOOL-BASED RECREATION & LICENSED CHILDCARE PROGRAMS

BILL POLICY AGREEMENT

Your auto-debit will be charged on the first day of the month.

All receipts, bills and statements will ONLY arrive electronically; no bill will be sent in the mail.

If you do not receive a receipt by the 5th of the month, please call the Admin. Clerk Specialist at (510) 559-7006 or email sortega@ci.el-cerrito.ca.us

Please be aware that auto-debit does NOT roll over from the previous school year/summer. You will need to re-enroll in auto-debit by doing the following:

1. Completing the Automatic Credit Card Authorization Form
2. Ensure that your credit card information is linked to your account by going online or calling Susan Ortega, the Admin. Clerk Specialist at the contact information listed above.

If your payment method is declined, your receipt will indicate this information. It is your responsibility to notify us and update your payment method by the 10th of the month. If this is not done, a late fee of $19 shall be charged.

Collections Notice: If your City of El Cerrito bill is one month or more past due, we reserve the right to send any past due balances to a collection agency.

- Each month's past due billing statement is sent to households either via email or USPS mail service.
- The City is **not** required to make any additional contact in regards to past-due accounts.
- **Family members sent to collections will not be able to participate in any programs offered by the City of El Cerrito until the amount due is paid.**
- Please contact us before your account is past due to set up a payment plan to avoid sending your account to collections.

_____ _____

(Print Child Name) *(Print Parent Name)*

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(Parent's/Guardian's Signature) *(Date MM/DD/YY)*

By signing this form, I acknowledge that I have read and understand the information above and agree to abide by this payment policy.

PARENT'S/GUARDIAN'S COPY

This bill policy is available in Spanish upon request