

Pleasant Provider
1234 Pleasant Place
Anytown, ST 98765

RE: Invoices & Child Care Pay

Dear Parents/Guardians:

The daycare uses a program called Minute Menu Kids Pro to invoice clients. Clients have the ability to view their account history, print invoices and receipts and have the option to pay for childcare services electronically.

Electronic payments take the funds directly from your bank account and deposit them into mine. This payment option is a safe, secure and reliable way to make your childcare payments as they are transferred using the highest level of internet security (128-bit encryption). It is the same method used by the US government to transfer military and social security benefit payments.

To view your invoices or to make a payment simply go to **ChildCarePay.com** and login using the username and temporary password that I have created for you. You will be required to change your password the first time that you login so that you may have complete privacy, no one but you will have access to your account information.

USERNAME: _____

PASSWORD: _____

Once you have selected your new password you simply follow the prompts to set up your account. Once you have completed these steps you are ready to use the program.

To make an electronic payment simply open the invoice that you wish to pay and follow the prompts. Payments using ChildCarePay.com follow the same payment policy and are required to be submitted when due. Receipts for all payments must be printed through ChildCarePay.com whether payments are paid through ChildCarePay.com or in person.

Thank you for your participation.

Sincerely,

Pleasant Provider
Daycare Name