

# Kids Coollege Inc



## Registration Package Preschool Year 2022-2023



### Preschool

[www.kidscollege.com](http://www.kidscollege.com)

[info@kidscollege.com](mailto:info@kidscollege.com)

**403-264-7738**

# Welcome to Kids Coollege

Thank you for choosing Kids Coollege to help you and your kids have some fun while you are at work. We are proud to offer families creative programming where children can explore their interests through play and recreation. Our fully licensed Out of School Care and Preschool Programs strive to offer smaller group sizes and creative staff certified in Child Care, First Aid/CPR and with completed Police Record Checks. Your kid's safety is one of our priorities. If you are interested in knowing more about our philosophy and guidelines please visit our website

**[www.kidscollege.com](http://www.kidscollege.com)**

Children are encouraged to share their ideas to add to the fun. Preschool care is a great way to meet new friends and transition into a school age program for kindergarten. Join us for fun, friends and adventure.



# Important Information

## Preschool



### Hours of operation:

Preschool AM Class: 8:30-11:30 AM (pre-care 8:00-8:30 am)

Preschool PM Class: 12:00-3:00 PM (post-care 3:00-3:30pm)

### Closure Days 2021-2022

#### Preschool

Labour Day- September 5th, 2022

Thanksgiving- October 10th, 2022

Remembrance Day - November 11th, 2022

In Lieu of Christmas Day - December 23rd, 2022

Boxing Day - December 26th, 2022

In lieu of New Year's Eve - December 27th, 2022

In lieu of New Year's Day - January 2, 2023

Teacher's Convention- February

Family Day- February 20th, 2023

Good Friday- April 7th, 2023

Victoria Day- May 22nd, 2023

In lieu of Canada Day - Jul 3rd, 2023

Heritage Day- August 7th, 2023

**Winter  
Closures  
are TBD**

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Unit 206, 11540 24th Street SE

Calgary, AB T2Z 3K1

**There will be more PD  
day closures updated  
by Summer 2022 based  
on the Douglasdale  
School Closures**

# Contract & Fee Agreement



This agreement is entered into as of this \_\_\_ day of \_\_\_\_\_, 2022, by and between KIDS COOLLEGE INC and \_\_\_\_\_ (parents' full name).

This Agreement contains the terms agreed upon between KIDS COOLLEGE INC and the Parent/Guardian for the care of:

Kid's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Registration Fee: Parent/Guardian agrees to pay a registration fee of **\$50.00** prior to the commencement of care. This is not refundable (NA to returning children) Parent Initial: \_\_\_\_\_

Annual Materials Fee: Parent/Guardian agrees to pay a registration fee of **\$50.00** prior to the commencement of care for that year, and every September after until transferring to the Out of School Care Program. This is not refundable and required yearly. Parent Initial: \_\_\_\_\_

1st Month Fee: Parent/Guardian agrees to pay the 1st month fee of \$\_\_\_\_\_ upon registration. Should care be terminated before the child starts, the fee will be refunded if one (1) month calendar notice has been given based off above start date. Parent Initial: \_\_\_\_\_

Fees: The monthly fee will be \$\_\_\_\_\_ and is due and payable the 1st of the month by Pre-Authorized Debit or cash. Fees are payable regardless of attendance. Parent Initial: \_\_\_\_\_

Late Fees: Parent/Guardian agrees to pay a late fee of **\$10.00** for the first 10 minutes or any portion thereof and **\$1.00 per minute** for each additional minute for picking up children after program closes. Late fees are per child and are payable to the program staff upon child pick up. Parent Initial: \_\_\_\_\_

Returned Payments: NSF will result in a charge of \$50.00. Cash payment of fees may be required if monthly payments are returned by the bank more than one occasion. Parent Initial: \_\_\_\_\_

Term: The child is considered enrolled in KIDS COOLLEGE INC and fees are payable until the Parent/Guardian provides one (1) calendar month written notice at the 1st of the month or Until June 30, 2022. In the event that KIDS COOLLEGE INC terminates care, a month's notice will be provided. Parent Initial: \_\_\_\_\_

# Contract & Fee Agreement cont'd



Child Absences: The Parent/Guardian is required to provide notice any time their child will be absent from KIDS COOLLEGE INC. If your child is regularly absent without notifying the program , you may be charged fees incurred in staff time for reporting to licensing and searching for your child.

Parent Initial: \_\_\_\_\_

Tax Receipt: Please indicate which parent name should be on the tax receipt for payments for 2022-2023 \_\_\_\_\_

Anti-Bullying Policy: KIDS COOLLEGE INC take a zero-tolerance position regarding all forms of bullying. We play an active role in the elimination of all forms of bullying and take a proactive approach to foster harmony among staff, volunteers, members and users of the programs. If your child is not wishing to follow this policy KIDS COOLLEGE INC will have to enforce suspensions or terminations depending on the severity which will be immediate to the situation. Parent Initial: \_\_\_\_\_

The parties hereto have executed this Agreement as of the date and year first above written.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Kids Coollege Inc Director

# Consent for Informal & Ongoing Sharing of Information



## Guiding Principle:

1. Consent for sharing information among professionals involved in a child's day enhances educational, child care and family experiences.
2. Consent for information sharing is a necessary legal and ethical practice and must be obtained in writing prior to the sharing of any information.
3. Consent for information sharing acknowledges the parent or guardian as having the authority to grant permission for the sharing of relevant information with another party regarding their child for an identified purpose.

In order to best serve children's need, there are times when it is appropriate for the program to exchange information about children participating in two or more programs (ie Kids College and the school or government programs).

The kind of information shared may include, but it is not limited to: matters involving attendance, illness, transportation or behaviour. Procedures for sharing information are explained to parents and are followed consistently.

In the event that it is necessary to refer to clinical records, development reports or student record documents. parents will be asked to sign appropriate consent forms before such information is disclosed.

Your consent will give permission for the exchange of information between KIDS COOLLEGE INC, the school and/or community support agencies while your child is registered in these programs.

I/We give permission to KIDS COOLLEGE INC and \_\_\_\_\_ (school name) and/or \_\_\_\_\_ (government agency name) for reciprocal exchange of information about my child.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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



## Consent for Social Media Posts

At Kids Coollege, we share our daily activities on Facebook, Instagram and our website. When we post these photo's we never use the children's names. We ensure that these photos are always respectable for the children. We avoid photos of faces however sometimes it can happen. In order to post photos please let us know what you would be okay with us posting on out social media.

Child's art work with no names. YES\_\_\_\_\_ NO\_\_\_\_\_ Parent Initial:\_\_\_\_\_

Child's body with no face (ex//child's hands while in the sandbox). YES\_\_\_\_ NO\_\_\_\_ Parent Initial:\_\_\_\_\_

Child's face. YES\_\_\_\_\_ NO\_\_\_\_ Parent Initial:\_\_\_\_\_

Your consent will give permission for the posting of of photos at KIDS COOLLEGE INC on social media such as Facebook and Instagram and our website while your child is registered in these programs.

I/We give permission to KIDS COOLLEGE INC to post photos of \_\_\_\_\_ (child's name) for social media postings while attending Kids Coollege.

I/We do not give permission to KIDS COOLLEGE INC to post photos of \_\_\_\_\_ (child's name) for social media postings while attending Kids Coollege.

Child's Name; \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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



# Waivers



## Volunteer Opportunities:

I would like to be notified of opportunities to volunteer and share family cultural celebrations within the program.

**Parent Initial**\_\_\_\_\_

## Policies and Fees:

I have read and agreed to the policies outlined in the Kids Coollege Inc Parent Handbook. I understand that fees are payable in full the first day of the month. Childcare will **NOT** be provided if the fees are not paid in full.

**Parent Initial**\_\_\_\_\_

## Photographic Release - Photos for center only (not social media)

I hereby consent to photos and/or video being taken of my child while they participate in Kids Coollege Inc program activities for use at the program. Media images or reproductions of original art and writing involving your child may be used in newsletters, childcare sector workshops, or by community media outlets will be used only with individual parental consent. **Parent Initial**\_\_\_\_\_

## Field Trips and Neighborhood Walks

I agree to sign consent forms as required for special program activities and out trips. It is my responsibility to make alternate child care arrangements if my child is not participating in an out – trip. I understand that staff supervise my child while in attendance at Kids Coollege Inc and in some cases they will also walk children to community playgrounds, go on neighborhood walks and take children on excursions within the community which are within easy walking distance.

**Parent Initial**\_\_\_\_\_

## Medical Authorization

Emergency Health care or first aid to be administered to my child should he/she suffers an injury or serious illness while in the care of Kids Coollege Inc, including calling 911 and agree to be responsible for the costs associated with emergency medical services. **Parent Initial**\_\_\_\_\_

## Subsidy

Parents who receive subsidy must fill out and sign a separate form agreeing to subsidy policies regarding payment of parent portion or the loss of their subsidy due to an accumulation of unexplained absences. I understand that my child must attend a minimum number of hours to maintain subsidy funding. I am responsible for fees not covered by subsidy. I give Kids Coollege Inc permission to access my child's subsidy information. **Parent Initial**\_\_\_\_\_

Kid's Full Name:\_\_\_\_\_

Parent/Guardian Printed Name:\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_



# COVID-19 Restrictions and Protocols



## **Illness Policy:**

- If your child has basic cold symptoms and does NOT require 1:1 care and can complete daily tasks, your child is able to attend care
- If your child has a fever (37.5°C or higher), vomiting, diarrhea, or a new rash your child MUST stay home until 24 hours AFTER it goes away
- If your child is unable to complete daily tasks/routines or requires 1:1 care staff will contact parents to come pick up
- If a doctor deems your child is safe to return before the rash, vomiting, diarrhea or other contagious illness (conjunctivitis/pink eye, bronchitis, etc.) due to antibiotic time frames, a doctor's note is required for return
- We do follow the Alberta covid questionnaire for children under the age of 18 when a child is ill. Please refer to this form to ensure that your child is able to come to the center.

## **Travel outside Canada:**

- Please be sure to follow all quarantine/isolation restrictions based on travel

## **Positive COVID-19 test:**

- If you receive a positive covid 19 test, you are still legally required to isolate. If a parent or another household member is positive, we do ask children still stay home for 10-14 days to monitor for symptoms as they cannot be vaccinated at this time.

## **Snacks Provided and Limited use of Water Fountain:**

- All kids MUST bring a water bottle. Your kid will be allowed to fill the bottle as many times as he/she needs using the water fountain, however your kid WILL NOT be allowed to drink directly from the water fountain.
- Kids will not be allowed to share food, even with siblings

## **Maximum Capacity:**

- As per the Ministry of Child Services, we have returned to full capacity. We can have up to 60 children in our care! There are no further concerns of space availability.

## **Hand Washing:**

- We will continue to provide hand sanitizer as well as encouraging continuous hand washing as it has been clear that the amount of cleaning we have provided throughout the past 2 years has had a very beneficial impact in curbing illnesses. Children will be asked to wash their hands every time they change activities, after going to the washroom and before meals (whatever occurs first).
- Picture posters will be displayed in the washroom to show proper hand washing techniques as a reminder for the kids.

I have read and understood the COVID-19 Restriction and Protocols at Kids Coollege Inc.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# COVID-19 Restrictions and Protocols cont'd



## **Cleaning Protocols at the center:**

- All surfaces are sanitized after touching on top of normal and enhanced cleaning such as described below.
- High-traffic areas such as doorknobs, light switches, water fountain, toilet handles, soap dispensers, faucets, and taps will be clean and disinfected frequently throughout the day
- All toys and materials will be sanitized each week unless they are risk of infecting other children.
- We have recently invested in a Victory Electrostatic Sprayer and disinfectant from Alien Electrostatic to help keep all of our staff and patrons safe! This electrostatic sprayer creates a fine aerosol and applies a small electrostatic charge to the particles of disinfectant as they leave the sprayer allowing for a very efficient, even, and 360° coverage, wrapping all of our equipment and high touch points with their signature disinfectant called EFASCID.

## **Arrival Protocol:**

- When you arrive to the center, you can ring the doorbell. Once you hear a click, you will be able to open the door.
- Everyone coming into the center will be asked to disinfect their hands before touching anything.
- The morning questionnaires are no longer being asked and temperature checks are no longer required unless we believe a child is ill.
- Preschool children will not be allowed in the building until 8:15 am at the earliest for the AM groups and must be picked up no later than 2:45 pm for the PM groups

## **Pick-up Protocol:**

- When you arrive to the center, you can come up to the door and press the doorbell. When you hear the click you will be able to open the door and come on in. As things pick up with enrollment you may be standing with
- If you are needing your child to be ready upon arrival to leave quickly you can text the center, however keep in mind that staff can be busy playing games with the children and may miss a text. Be sure to inform staff at drop off if your child must be ready at a certain time.

## **Ill Staff:**

If we have too many ill staff, we must shut down the center as we cannot run safely with only a few available staff. We will notify parents as soon as we are able. We apologize for this inconvenience.

We know this is going to be a big change for everyone but it is in the best interest of the kids, families and staff.

I have read and understood the COVID-19 Restriction and Protocols at Kids Coolidge Inc.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Fee Schedule 2022-2023



## **Option #1: Preschool AM/PM Class - 1 day a week**

Monthly Fee: \$130

## **Option #2: Preschool AM/PM Class - 2 days a week**

Monthly Fee: \$230

## **Option #3: Preschool AM/PM Class - 3 days a week**

Monthly Fee: \$320

## **Option #4: Preschool AM/PM Class - 4 days a week**

Monthly Fee: \$410

## **Option #5: Preschool AM ONLY Class - 5 days a week**

Monthly Fee: \$500

### **Day's options:**

**AM - Monday - Friday (up to 5 days but can choose any number of days)**

**PM - Monday - Thursday no Friday options**

### **Grants:**

Grants are not included on the above fees and are as follows (these are not including parent portion subsidy if applicable):

Preschool grant is \$75 a month regardless of monthly hours or days chosen per week.

# Grants and Subsidy Acknowledgment



## Grants:

Kids Coollege has applied for the Alberta Childcare Grant. This Grant is only eligible for children in Kindergarten and under. Please note that this grant will no longer be covering fees once the child attends grade 1 and up. Please see the Fees Schedule for a breakdown of what the grants cover and how much are available.

It can take 1-2 months for a grant to be submitted to the center from the government. This means that for the first 1-2 months of care, parents will be required to pay the full fees. Once the grant comes in, the account will be credited.

For example:

A child attending full time AM preschool (5 days per week) starting September 1 will be charged \$500 per month.

Parent Pays:

September 1 - \$500

October 1 - \$500

Grant covers \$75 per month regardless of days per week or hours per month

September and October grant = \$150 (\$75 each month)

Parents Fees in November will be = \$350

Parent Fees in December until June - \$500 - \$75 = \$425

Grants are also paid one month behind. So for example, in October, we will receive September grants once hours have been submitted.

## Subsidy:

Subsidy is applied through parents only. It will also be reflected 1 - 2 months behind on your fees. This amount varies based on individual family income. This amount also depends on number of hours attended the month prior as above with the grant but will vary on individual family.

To apply for subsidy please see:

<https://www.alberta.ca/child-care-subsidy.aspx>

Center Name and Address: Kids Coollege / 206-11540 24 Street SE

Our Center ID #: 80002112

If you have any questions about grants and subsidies, please contact the center for further information

I have read and understood the Grants and Subsidies provided at Kids Coollege Inc.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Registration Form



Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Mom's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dad's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Subsidy (circle one): Yes No

Medical Conditions and Allergies: \_\_\_\_\_

## Emergency Contacts:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Vaccinations Up-to date (circle one): Yes No

## Only check what you want to register for:

- |   |   |
|---|---|
| <input type="checkbox"/> Option #1 Preschool AM OR PM Class - 1 day a week  | Please select which days you would prefer based on 1st, 2nd, 3rd, 4th and 5th choices or maximum number of days chosen: |
| <input type="checkbox"/> Option #2 Preschool AM OR PM Class - 2 days a week |   |
| <input type="checkbox"/> Option #3 Preschool AM OR PM Class - 3 days a week |   |
| <input type="checkbox"/> Option #4 Preschool AM OR PM Class - 1 day a week  |   |
| <input type="checkbox"/> Option #5 Preschool AM ONLY Class - 5 days a week  |   |
- |   |
|---|
| <input type="checkbox"/> Monday Class                 |
| <input type="checkbox"/> Tuesday Class                |
| <input type="checkbox"/> Wednesday Class              |
| <input type="checkbox"/> Thursday Class               |
| <input type="checkbox"/> Friday Class - AM class only |

Total Payable to Kids Coollege: \$ \_\_\_\_\_

## Office use Only:

Registration & Payment Submitted on: \_\_\_\_\_

Returning Family: Yes No	Payment: PAD (form included) Yes No	COVID-19 form signed: Yes No
Waivers Signed: Yes No	New Registration Discount: Yes No	Siblings Discount: Yes No
Medical Form: Yes NA	Epi-Pen Form: Yes NA	

# Terms and Conditions



## **Payments:**

- Postdated cheque for your child's START DATE to secure your spots
- Automatic Withdrawal with PAD Form for monthly payments
- All NSF payments will be subject to a \$50.00 fee
- Subsidy available for those requiring financial aid [www.child.alberta.ca/home/1153.cfm](http://www.child.alberta.ca/home/1153.cfm).
- If you want to pay by automatic withdrawal For a joint account, all depositors must sign if more than one signature is required on cheques issued against the account.

**In order to guarantee registration ALL registration forms along with the postdated cheque needs to be filled out properly and drop off at the center.**



# Registration Checklist



All of the following forms must be returned in order to consider the registration completed and drop off at the center:

- SIGNED COVID-19 Restrictions and Protocols (2 pages) (one set per child)
- Registration form completely filled out (one per child)
- Grant and Subsidy Acknowledgment Form (one per child)
- Waiver form initialed in all 8 sections and SIGNED at the bottom of the form (one per child)
- Pre-Authorized Payment form SIGNED by all depositors (one per family)
- VOID Cheque (if you are a new family to Kids Coollege or have changed your banking information) ( one per family)
- Medication Form (if applicable) (one per medication and child)
- Epi-Pen Form (if applicable) (one per child)

If you have any questions or concerns regarding the registration, please do not hesitate to contact us at [info@kidscoollege.com](mailto:info@kidscoollege.com)



# Pre- Authorized Payments Form



One per family

I/we hereby authorize **ATB FINANCIAL (1110 17 AVE SW, Calgary AB T2T 0B4)** as indicated above and waive any requirement for pre-notification of changes of payment dates of Pre-Authorized Debits drawn against my/our Account at my/our Financial Institution in accordance with this authorization.

I/we agree to the terms and conditions on the bottom of this authorization.

Kid's Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Kid's Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Kid's Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

1. In this Authorization "we", "us" and "our" refer to the Payor(s) indicated on the form hereof.

2. This Authorization is provided for the benefit of Kids Coollege Inc and our Financial Institution and is provided in consideration of our Financial Institution agreeing to process debits against our Account in accordance with the rules of the Canadian Payments Association. We agree that any direction we may provide to draw a PAD, and any PAD drawn in accordance with this Authorization, shall be binding on us as if signed by us.

3. We acknowledge that the amounts to be drawn against our account may vary in accordance with the amounts billed by Kids Coollege Inc and we authorize Kids Coollege Inc and our Financial Institution to process PADs against our Account and to draw all such amounts without any pre-notice to us or any other consent by us.

4. We acknowledge that, Kids Coollege Inc will normally draw PADs against our Account 4 days after it renders its account billing, the dates on which Kids Coollege Inc will draw PADs against our Account may vary from time to time in accordance with Kids Coollege Inc normal billing and processing procedures, and we authorize Kids Coollege Inc to draw PADs and our Financial Institution to process such PADs on different dates of the month from time to time without any pre-notice to us or any other consent by us. Further, in the event that any PAD is not honoured, due to "NSF" or other reasons other than our revocation of this Authorization or noncompliance of the PAD with this Authorization, we authorize Kids Coollege Inc to re-submit the PAD within 30 days of the date of dishonour and our Financial Institution to process such PAD without any pre-notice to us or any other consent by us. We acknowledge that a NSF transaction fee of \$50.00 will be charged for each NSF transaction and will be added to the re-submitted PAD.

5. We certify that all information provided with respect to our Account is accurate and we agree to inform Kids Coollege Inc, in writing, of any change in the Account information provided in this Authorization prior to the next Kids Coollege Inc. billing date. In the event of any such change, this Authorization shall continue in respect of any new Account and Financial Institution to the same extent as if they had been shown on the signed form. We guarantee that the signatories to any written notice of change we provide to Kids Coollege Inc. Will be all such persons as would be required to sign any cheque drawn on or withdrawal made from the new Account.

6. We agree that our Financial Institution is not required to verify that any PAD has been drawn in accordance with this Authorization, including the amount, frequency and fulfillment of any purpose to which the PAD relates. We agree that delivery of this Authorization to Kids Coollege Inc constitutes delivery by us to our Financial Institution, and that Kids Coollege Inc may deliver a copy of this Authorization to Kids Coollege Inc Financial Institution for the purpose or processing PADs, and we consent to the disclosure of any information contained in this Authorization to such Financial Institution.

7. We may revoke this Authorization at any time either orally or by delivering written notice of revocation to Kids Coollege Inc This Authorization applies only to the method of payment, and we agree that revocation of this Authorization does not terminate or vary in any way any contract or terms of service under which services are provided to us by Kids Coollege Inc

8. We may dispute a PAD drawn on our Account where: (i) the PAD was not drawn in accordance with this Authorization, or (ii) this Authorization was revoked by us. In order to obtain reimbursement by our Financial Institution for a disputed PAD, we

8. must sign the required form of declaration and deliver it to our Financial Institution in accordance with rule H1 of the Canadian Payments Association. In the case of "personal" PADs as defined in rule H1, which includes PADs for residential accounts, the specified period of 90 calendar days after the date on which the disputed PAD was drawn on our Account. We acknowledge that if notice is not given in accordance with rule H1 within these specified periods, any dispute regarding PAD must be resolved solely with Kids Coollege Inc and that our

9. We understand and accept the foregoing terms and conditions, and agree to participate in a PAD arrangement in accordance with this Authorization.

10. We warrant and guarantee that, if the Account shown on the reverse is a joint account, all persons who would be required to sign jointly in order to draw a cheque on the Account or make a withdrawal from the Account have signed this Authorization.

11. We agree to comply with the rules of the Canadian Payments Association now or hereafter in effect in relation to PAD authorizations and the drawing and processing of PADs, and agree to sign any further documentation that may be required pursuant to such rules.

I/We agree to participate in the Kids Coollege Inc Pre-Authorized Payment Plan and authorize Kids Coollege Inc to collect payment as agreed, by means of Pre-Authorized Debits ("PADS") drawn against my/our account at the financial institution shown on the Authorization form. This Authorization shall apply to any other account and financial institution of which I/We give written notice to Kids Coollege Inc. In accordance with this Authorization. I/We hereby waive any requirement for pre-notification of changes in the amounts and/or payment dates of PADs drawn against my/our Account at my/our Financial Institution in accordance with this Authorization.