University of Alberta, Faculty of Education
Department of Elementary Education

Child Study Centre – Junior Kindergarten

Cash Payments

Please note that this form is not an official receipt.

Please note the following:

- cash payments are at your own risk until they reach the CSC administrative office (room 739)
- the Jr. Kindergarten staff are not responsible for cash payments delivered there
- cash payments should be delivered in person to a person (i.e., not left unattended)

Procedure

- Complete this form and sign at the bottom. Keep both the form and the cash in a sealed envelope.
- For your protection and for ours, please have a CSC staff member confirm the count of bills enclosed:
  1. Child Study Centre office (Room 739, Education South): Please call or email first to make sure someone will be there (phone number below). Do not leave the envelope under the door if no one is there.
  2. Jr. Kindergarten: The Jr. Kindergarten teachers and assistants are not responsible for cash left with them. However, if the one of them checks and signs this form for you, they will then store it in a locked box for pickup. Note though that this is still at your own risk until the payment is picked up by the office.
- Please note that this form is not an official receipt and cannot be used for tax purposes. Other receipts will be issued for that purpose.

Thank you kindly for your compliance with our cash handling procedures.

Please print

Child:	*Surname:*	*Given name(s):*
Parent/Guardian:	*Surname:*	*Given name(s):*
Date:		

This payment is for:

❑ Application fee

❑ Monthly fee:

Month: _____

Year: _____

Cash denominations:

_____ x $5 = _____

_____ x $10 = _____

_____ x $20 = _____

_____ x $50 = _____

_____ x $100 = _____

Total: _____

_____ _____

Date *Signature of parent/guardian shown above.*

_____ _____

Date *Signature of Child Study Centre staff member confirming bill count*

Please remember that this form is not an official receipt.

phone: (780) 492-7341 | fax: (780) 492-7622 | email: childstudycentre@ualberta.ca
Child Study Centre, University of Alberta, 551 Education South, Edmonton, T6G 2G5