



Sunny Faces Day Care, 30 Harefield Drive, Etobicoke ON, M9W 4C9 **(416 744 0778)**

Hello Sunny Faces Parents,

We hope everyone is keeping well!

This notice is to provide our families with information on an upcoming change to our invoicing procedures.

Effective April 1st, 2022, all Sunny Faces parents, who have an up-to-date email address on file with the centre, will begin receiving their monthly invoice via an automated email. This email will come directly from QUICKBOOKS. Please check your junk folder if you have not received an invoice by March 31st, 2022.

Receiving your monthly invoice will allow you to review your invoice and immediately (within 24 hours) report back any discrepancies. Your review will allow Sunny Faces to make any necessary changes prior to processing your payment on the first day of the next month.

Families will receive their first email during the last week of March 2022. Please review it. *You only need to reply to the email if your invoice is not accurate.*

Please note – There is NO change to the distribution of income tax receipts. This process will continue as it does currently.

If you have any questions, please contact Supervisor, Helen Primi at 416 744 0778 or via email at hpsunnyfaces@outlook.com. You may also contact Executive Director, Lee-Ann Hand via email at sunny.faces@outlook.com.

Thank you,

Management