

## **PAYMENT INFORMATION**

All payments must be paid in full (Tuition and Aftercare if applicable) to complete enrollment. Payments can be made through the following apps:

- **PayPal**
- **Venmo**
- **Cash App**
- **Zelle**

Using peer-to-peer (P2P) money transfer apps like Venmo, Zelle, or PayPal for preschool tuition requires strict attention to memos, receipts, and security settings to ensure accurate payments or accounting verifications.

### **Essential Payment Information**

- **Recipient Verification:** Confirm the exact business username, registered phone number, or email address with the preschool director before sending funds.

Business username: **The Davis Academy**

Registered phone number: **(407) 793-1982**

Email address: [enrollment@thedavisacademy.com](mailto:enrollment@thedavisacademy.com)

- **Detailed Memos:** Include the child's full name, class/room number, and the specific billing month in the transaction note.
- **Transaction Fees:** Understand that using credit cards or "Goods and Services" protection on apps like PayPal or Venmo may incur a 2% to 3% fee charged to either sender or receiver.
- **Payment Confirmation:** Always screenshot or export the digital receipt showing the unique transaction ID immediately after a successful transfer.

## Best Practices for App Payments

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| Practice                                                                                                  | Action                                             | Reason                                                 |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------|
|  <b>Verify Handle</b>    | Double-check spelling of the school's exact handle | Prevents accidental misdirection of funds to strangers |
|  <b>Clear Memo</b>       | Write "[Child Name] - [Month] Tuition" in the note | Ensures the school applies credit to the right account |
|  <b>Privacy Settings</b> | Set transaction visibility to "Private"            | Protects family and financial privacy                  |
|  <b>Timing</b>           | Send funds 2–3 business days before the due date   | Accounts for processing or bank transfer lags          |

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## Risk Mitigation & Safety

- **Avoid Cash Defaults:** Never send un-tracked physical cash through peer apps without a formal digital receipt generated by the facility.
- **Keep Audit Trails:** Maintain a dedicated folder in your email or phone gallery for all preschool payment confirmations to resolve end-of-year tax or tuition disputes