



RENEWAL FORM

Programme Koala

Insurance for childcare services for 9 children or less

Dear Customer,

Time has come to renew your insurance policy offered by *Assurances Bernier & Filles* and invoiced by *Regroupement des CPE Côte-Nord*.

DEADLINE : APRIL 1st 2024

**** Only one premium of \$295.50 is applicable for childcare services for 9 children or less ****

***To renew,
choose payment methods on the next page***

THE CERTIFICATE WILL BE SENT TO YOU, ON RECEIPT OF FULL PAYMENT. You must send a copy of your certificate to your coordinating office and to your home insurance.

\$20 administration fees for file processing will appear on you invoice (enclosed).

IN CASE OF A NON-RENEWAL, (illness, maternity leave, etc.), you **MUST** complete the cancellation form included with this shipment, sign it and return it to us by mail, email or fax.

We hope everything be found entirely to your satisfaction.

*To quickly obtain answers to all your questions,
we invite you to consult www.abernier.ca in the FAQ section*

Ariane Deraps 
Administrative Consultant

PAYMENT METHODS

***** ATTENTION : we do not accept phone payment *****

CHECK OR MONEY ORDER :

- Payable to : **RCPECN**
810, Bossé St, ext. 201
Baie-Comeau Qc G5C 1L6
- Write your « **customer number** » (see your invoice)
- **\$10 fee will apply if the check is returned NSF**

CREDIT CARD OR PAYPAL ACCOUNT

- Go to: <https://rcpecn.amisgest.ca/>
- Additional fees will be added automatically
- **\$20 fee will apply if you cancel payment in error**

E-TRANSFER – please read the following :

***** WILL NOT BE ACCEPTED IF IT DOES NOT COMPLY WITH THE FOLLOWING *****

***** you will find your CUSTOMER NUMBER on your invoice *****

- **Add \$1,00** to the invoice total (EX : if the invoice is \$295.50 + \$1 = \$296.50)
- E-MAIL : assurances@rcpecn.com
- **MESSAGE MANDATORY** : “Your name” & “Your client number” (see the invoice)
- **QUESTION** : For what
- **ANSWER** : assurances