

FINANCIAL POLICY

Infant / Toddler / Preschool Programs

Previous Review – January 2015
Updated – December 2018

1. Registration Fee

Parents must apply to the waitlist by submitting an online application through *OneList Brantford region*. Only applications provided through *OneList* will be accepted.

Once your child(ren) has been offered a place and you accept, a \$50.00 per child non-refundable administration fee is required. This administration fee is a one-time only charge and provides your child with a secure spot at Paris Child Care, and off-sets the costs associated with family account activation.

In addition to the \$50.00 per child non-refundable administration fee, there will be a non-refundable holding fee that is half of your monthly child care fees. This non-refundable holding fee will be applied to your first month's fee.

All registration information must be completed, and applicable fees received before your child can start at the Centre. Registration forms are available from the Program Supervisor at the respective center. Please keep Paris Child Care apprised of any changes in personal information, such as address and contact information.

2. Payment Conditions

Fees are due on the first of each month. Monthly fees are paid through Preauthorized Electronic Debit (PAD) only. Cheques, cash and credit card **are not** accepted as methods of payment, unless there are extenuating circumstances, and such methods must be used for a short period of time. Please talk to the Centre Manager if there are such circumstances. Additional fees, up to 3% per transaction, may apply for repeated credit card charges.

In the event that your PAD transaction is returned Non-Sufficient Funds (NSF) from your bank, an NSF fee of \$50.00 and after 2 attempts of resubmitting for the fees, payment is required by credit card; therefore, you will be required to submit your credit card information to our accounting division. A NSF fee of \$50.00 will apply as per the financial agreement signed with Paris Child Care.

Full fees are due regardless of days missed due to illness, unexpected closures (e.g. inclement weather), or statutory holidays.

3. Fee Calculation

Fees are calculated in the same manner for all programs. Fees are based on the entire year and the number of days your child(ren) attend each week. The monthly rate is calculated by adding the days up for the whole year and dividing that number by 12. This calculation provides a consistent monthly rate. Fees are still applicable when your child(ren) are absent due to illness, injury, appointments, vacation, statutory holidays and emergency days.

4. Late Administration Charges and Overdue Accounts

Fees not paid by the 10th of the month are subject to a **\$50.00** late payment charge. If payment is not received by the end of the month, your child care space **may** be terminated at the discretion of the centre's management, in consultation with the Board of Directors.

Paris Child Care Inc. may charge a 2% interest per month, compounded to 26.9% annual

... because your child deserves the best!

5. Returned Preauthorized Electronic Debit (PAD)

A **\$50.00** administrative charge will be billed to your account for non-sufficient funds (NSF) bank charges and processing fees. You will receive a notification from our accounting division and/or Centre Manager if your payment has not cleared. We will try PAD for a total of two (2) additional attempts, before we resort to charging your credit card we have on file. Failure to maintain your account in good standing may result in a loss of your child care space.

Please ensure that the Centre Manager and/or Program Supervisor has your up-to-date financial information for payment of child care.

6. Income Tax Receipts

Income tax receipts are issued each year providing your account is in good standing. There is a \$100.00 non-refundable fee for receipts issued to parents that have not paid fees in full by Dec. 31st each year. Any requests for duplicate receipts will be charged \$50.00.

**** Please note:** *if you leave our program and have an address change, it is your responsibility to inform the Centre Manager and/or Program Supervisor.* **

7. Hours of Operation

Our programs are open Monday to Friday from 6:45am to 6:00pm. We are closed between Christmas and New Years and on the following days:

September - Labour Day

October - Thanksgiving Day

March or April - Good Friday

May - Victoria Day

July - Canada Day

August - Civic Holiday

February - Family Day

8. Part-Time

Part-time, full-day fees will be a percentage of the full-time rates based on the number of days the child attends the centre. Half-day rates are set annually. Part-time children may attend extra days, if staffing and space available, for the current daily rate, however, exchanging part-time days within the week will not be permitted unless there are extenuating circumstances.

9. Late Pick up Policy

Paris Child Care Inc. closes at 6:00 pm each day (closing time clock is the main clock at each site). It is expected that our families provide themselves with enough time to speak with the staff, pick up their child(ren) and exit the building by our closing time. If you are late picking up, you will be asked to sign a late form. **Late fees will be charged at \$2.00 per minute per child.**

Late fees will be directly paid at the time of pickup to the staff member. This charge must be paid to the staff within 24 hours.

After three late forms have been issued, a meeting with the Centre Manager will be necessary.

... because your child deserves the best!

10. Withdrawal or Schedule Change

A minimum of one month (30 days) written notice must be provided when you are withdrawing your child from the program. Any period not covered by notice will be charged to your account. In general, a request for a schedule change is subject to a two (2) week notice period. We will do our best to accommodate a schedule change; any changes must be approved by the Centre Manager and Program Supervisor.

11. Notice of Rate Change

The Board of Directors, in consultation with the Centre Manager and the City of Brantford Children Services' division, set the child care rates annually in December with new rates taking effect in the January of the new year; however, new rates can be established at any time by the Board of Directors with 30 days' notice.

In Your Child's Interest

Paris Child Care Inc. reserves the right to ask that a child be withdrawn from its programs if it is felt that the child care centre is not suitable to the child's needs. Assistance will be provided to aid in finding a more suitable program in the community for your child.

I have read the financial policy above and agree to abide by them.

Child's Full Name (Print Clearly)

Print Name & Signature of Parent/Guardian

Date

Print Name & Signature of Manager/Supervisor

Date