



Sacred Heart Child Care
180 Grandville Circle
Paris ON N3L 0A9
P: 519 442 0900
F: 519 442 4900

Holy Family Child Care
20 Sunset Drive
Paris ON N3L 3W4
P: 519 442 5850
F: 519 442 4800

FINANCIAL POLICY JK/SK and School Age Programs

Previous Review – January 2015
Updated – February 2019

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 registration fee is required. This registration 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 registration 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 last 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 centre. 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, 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. NSF and administrative fees (\$50.00) will apply as per the financial agreement signed with Paris Child Care.

... because your child deserves the best!

3. Fee Calculation

Fees are calculated in the same manner for all programs. Fees are based on the entire school year (10 months) and the number of days your child(ren) attend each week. The monthly rate is calculated by adding those days up for the whole school year (10 months) and dividing that number by 10. This 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 non-refundable 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% annually.

5. Returned Preauthorized Electronic Debit (PAD)

A \$50.00 non-refundable 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. ***

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7. Hours of Operation

This program runs from September to June however fees exclude P.A days, March Break and Christmas and New Year's Break. Parents will pay the before and/or after school monthly rate as per their enrolled schedule. Our programs are open Monday to Friday from 7:00am to 8:45am and 3:00pm to 6:00pm. We will be closed on the following days:

September - Labour Day

October - Thanksgiving Day

February - Family Day

March or April - Good Friday

May - Victoria Day

8. 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 within 24 hours, directly to the staff member.

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

9. Withdrawal or Schedule Changes

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/or Program Supervisor.

10. Notice of Rate Changes

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 the Centre's program if it is felt that the 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.

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

Print Child's Full Name

Print Name & Signature of Parent/Guardian

Date

Print Name & Signature of Program Supervisor

Date

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