



## **FINANCIAL POLICY**

### **Infant / Toddler / Preschool Programs**

Updated – January 2025  
Previous Review – June 2024

#### **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 childcare fees. This non-refundable holding fee will be applied to your first month's fees.

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 Coordinator. Please keep Paris Child Care apprised of any changes in personal information, such as address and contact information, as this will be the information we use for Income Tax and mailing purposes.

#### **2. Payment Conditions**

Fees are due on the first of each month. Monthly fees are paid through Preauthorized Electronic Debit (PAD) via Lillio. Cheques, credit cards, and cash **are not** accepted as methods of payment.

In the event that your fees are returned Non-Sufficient Funds (NSF), an NSF fee of \$50.00 will be applied.

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

#### **3. Late Administration Charges and Overdue Accounts**

Fees not paid by the 10<sup>th</sup> of the month are subject to a **\$50.00** late payment charge in addition to any applicable NSF fees. If payment is not received by the end of the month, your childcare space **may** be terminated at the discretion of management, in consultation with the Board of Directors. Paris Child Care Inc. may charge a 2% interest per month, compounded to 26.9% annually.



#### **4. Returned Preauthorized Electronic Debit (PAD)**

A **\$50.00** administrative charge will be billed to your account for non-sufficient funds (NSF) for bank charges and processing fees. You will receive a notification from our accounting division, Program Coordinator, General Manager and/or Executive Director if your payment has not cleared. Failure to maintain your account in good standing may result in a loss of your childcare space.

Please ensure that the Program Coordinator has your up-to-date financial information for payment of childcare. It is your responsibility to ensure that your banking information remains up to date.

#### **5. Fee Reimbursement**

In the case of fee overpayment or fees being paid in error, Paris Child Care will reimburse families via e-transfer or in the form of bill credit on the following months bill. Reimbursements being paid via e-transfer will be sent within 10 business days.

#### **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. 31<sup>st</sup> 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 General Manager and/or Program Supervisor. \*\**

#### **7. Hours of Operation**

Our programs are open Monday to Friday from 7:00am to 5:30pm.

**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

You will not be charged for the days we are closed over Christmas and New Years outside of the statutory holidays.

#### **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.

Effective January 2025 Paris Child Care will only enroll children on a full-time basis.

#### **9. Late Pick up Policy**

Paris Child Care Inc. closes at 5:30 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 Program Coordinator will be necessary.



**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 Program Coordinator.

**11. Notice of Rate Change**

The Board of Directors, in consultation with the General Manager and/or Executive Director, and the City of Brantford Children Services' division, set the childcare 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 childcare 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 Program Coordinator

\_\_\_\_\_  
Date