



FINANCIAL POLICY

JK/SK and School Age Programs

Updated – January 2025
Previous Review – May 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 fee.

All registration information must be completed, and applicable fees received before your child can start at the center. Registration forms are available from the Program Coordinator at the respective center. 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 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 closure (e.g., inclement weather), personal vacations, or statutory holidays.

3. 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 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 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.

4. Returned Preauthorized Electronic Debit (PAD) or Credit Card Transaction

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, Program Supervisor or General Manager 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. 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 Program Coordinator.* **

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 daily rate as per their enrolled schedule. Our programs are open Monday to Friday from 7am to 8:45am and 3:00pm to 5:30pm. We will be closed on the following days:

We are closed the following statutory holidays:

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 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 within 24 hours, directly to the staff member.

After three late forms have been issued, a meeting with the Program Coordinator 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 Program Coordinator.

10. Notice of Rate Changes

The Board of Directors, in consultation with the 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 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.

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 Coordinator

Date