



## FINANCIAL POLICY

### Infant / Toddler / Preschool Programs

Updated – October 2025  
Previous Review – January 2025

#### 1. Registration

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

All registration information must be completed prior to your child(ren) starting at the center. 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, 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 and are paid through Pre-Authorized Electronic Debit (PAD) via Lillio. Parents/guardians are responsible for entering their payment information directly in 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 Supervisor, 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 your up-to-date financial information is recorded in Lillio for payment of childcare fees. 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 Program Supervisor/ and or General Manager. \*\**

## **7. Hours of Operation**

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

**We will be closed for two weeks over Christmas and New Year's, following the holiday schedules of both the BHNCD SB and GEDSB school boards, as well as on the following additional days:**

**September** - Labour Day

**October** - Thanksgiving Day

**March or April** - Good Friday and Easter Monday

**May** - Victoria Day

**July** - Canada Day

**August** - Civic Holiday

**February** - Family Day

## **Paid Closure Days:**

Paris Child Care has 20 paid closure days per year in compliance with Ministry of Education guidelines. Fees for these Paid Closure Days will only apply to CWELLC eligible children (under 6). The closures however will apply to ALL programs across all locations including before and after school.

*Paid Closure Days include the following days:*

- All stat holidays
- Non-stat days within the 2-week holiday closure
- Easter Monday
- 2 PCC Staff Professional Development Days (April and September)

## **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 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 Supervisor/ and or General Manager will be necessary.

### **9. Withdrawal**

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.

### **10. 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.