

ASCOT AVENUE COMMUNITY DAYCARE	
Enrollment Policies and Procedures	
Program Policies: Section 2 - Enrollment	TOPIC: Fee Payment Policy & Contract
BOARD APPROVAL DATE: July 28, 2020	

FEE PAYMENT POLICY & CONTRACT

The Board of Directors approves the annual budget for the Centre and sets the fees at a level that will enable the Centre to meet all approved expenses. The Centre does not generate a profit, and as a non-profit organization, we depend on prompt payment of fees in order to maintain high quality services and the financial viability of the organization.

Current fee schedules are posted on the parent information bulletin board at each site as well as on the website at www.ascotdaycare.com.

Payment Options: Invoices are distributed 5-7 days prior to the end of the month for the following month. **Fees are due on or before the first business day of each month for the entire month.**

Payment options include:

1. Pre-authorized debit (PAD) through Telpay and PAD agreements will be provided to each family to register for this option;
2. 6 months post-dated personal cheques; or,
3. certified cheque or money order (all cheques must be dated for the 1st of each month and made payable to Ascot Avenue Community Daycare).

(NOTE: options 2 and 3 are only temporary options and available only during the 6-month transition from e-transfers to PAD payments).

CASH payments will not be accepted.

Payable Days: The Centre closes for 2 days each year, which are the last day of summer holidays (the Friday before Labour Day) and one day between Christmas and New Year's (date to be confirmed by the end of September each calendar year). These two days are not payable days and have been factored into the calculation to determine the monthly rates as posted.

Regular monthly fees are charged regardless of Centre closure or absent days. Parents will be notified with ample time if there are any additional days that the Centre will be closed due to unforeseen circumstances, which may happen from time to time.

Fees are charged for each day a child is registered to attend including:

1. Sick, absent, and holiday days.
2. Extended holidays (i.e. if a child does not attend for the summer)
3. Early closure days (December 24 and 31) are payable days for the full day.
4. Suspension days (if a child is suspended from school, school premises, and/or child care for any reason).

Income Tax Receipts: Year-end receipts are provided by the end of February of each year for income tax purposes, and will include a record of the previous year's child care fees (excluding late fees or NSF charges, or any non-child care related payments) paid to the Centre.

Late Fee Payment Charges: Late fees will be applied to the account for payments made or received after the first business day of the month as follows:

- Payments made after the 1st business day of the month will be charged \$5.00 per day for each day after the first of the month until the day the payment is received.
- Late fees must be added to the monthly payment at the time of the late payment.
- Late fees will continue to accrue until the account is paid off in full (if late fees were not included in the payment).
- If payment is not received by the fifth business day, then child care services may be suspended until full payment is made.
- If three payments have been late in a twelve-month period, child care services may be suspended and/or permanently terminated.

Delinquent Payments; Accounts that are frequently delinquent may result in the termination of enrollment (without notice) and loss of a child's space. The Centre cannot guarantee or hold a child's space in this circumstance.

Returned Cheques/Payments: NSF cheques or returned PAD payments are considered to be non-payment until the full fees and additional charges for the month are received. An administration charge of \$40 will be charged for each NSF cheque, PAD payment, or any payment that is returned from the bank. If two or more NSF payments occur in a six-month period, the family will be required to pay by money order, certified cheque or e-transfer.

You should immediately notify the site Supervisor if your payment was returned. If not, then you will receive a notice from the Centre to advise you of the returned payment, and re-payment will be required within 24 hours of the date on the notification by method PAD, certified cheque or money order. A personal cheque will not be accepted to recover costs of an NSF payment. The \$40.00 administration fee should be added to the fee amount.

If payment is not received within 24 hours of notification, then late fees will also be applied – see late fee policy above.

Responsibility of Fee Payment for Families Receiving Fee Subsidies: The parent portion of the family's assessed fee is determined by Toronto Children's Services and is subject to the same fee payment policies as outlined above. Subsidy agreements are between the family and Toronto Children Services. If for any reason subsidy is not paid for services, then parents are responsible to pay the full fee for each and every day not covered through your agreement with Toronto Children's Services. This includes payment for the full notice of withdrawal period (i.e. subsidy will not pay for any time the child is not in attendance following the last day they were physically present prior to withdrawal - including sick days). For that reason, deposit refunds for children who receive subsidy are provided on the last day of the one-month notice period - and will be adjusted if the child is not physically present on the final day.

Late Pick Up Fees: A late penalty will be charged to all parents who do not pick up their child by 6:00 p.m. Late fees will be invoiced and are to be paid to the Centre within 24 hours of the date of the invoice. Payment may be made via PAD as long as written direction to do so is provided (email is sufficient). Failure to pay late fees will result in the same penalties as non-payment of child care fees.

The Late Pick Up Fees will be assessed as follows:

1. \$20.00 will be charged for arrival at any point within the first 10 minutes past 6:00 p.m. (per family).

2. An additional \$1.00 per minute will be charged for every minute thereafter (per family). Opening, closing and late arrival times will be determined by the Centre clock.
3. Late fees will accumulate until the time the child is picked up and no longer in the care of AACD.

Parents must contact the Centre if they are going to be late (before 6 pm). If children are not picked up by 6 p.m. and parents have not called, then the staff will attempt to call the parents and/or emergency contacts. If children have not been picked up by 6:45 p.m. and the staff has been unable to contact either parent or an emergency contact, then staff are obligated to contact the Children's Aid Society. Late penalties will continue to accumulate until the parent, emergency contact or the Children's Aid Society picks the child up and removes them from the care of AACD. To avoid such incident, please ensure yours and emergency contact information is up to date at all times.

Should a child/ren be picked up late three times in a three-month period, or if there are ongoing concerns with late pick up over any period of time, the matter will be referred to the Board of Directors and may result in the termination of child care services.

Please sign/date below to indicate that you have read and understand the fee payment policies as outlined above.

Signed: _____ Date: _____

Print Name (if different from above): _____

Child's Name: _____