



SUMMER FEE AGREEMENT

REGISTRATION: There will be a \$25.00 non-refundable yearly registration fee per family.

TUITION:

FULL DAY RATES: MUST USE 5 DAYS PER WEEK

1 CHILD = \$24.00 2 CHILDREN = \$42.00
3 CHILDREN = \$ 59.00 4 CHILDREN = \$82.00

OCCASIONAL FULL DAY RATE – LESS THAN 5 DAYS PER WEEK

1 CHILD = \$26.00 PER DAY 2 CHILDREN = \$46.00 PER DAY
3 CHILDREN = \$65.00 PER DAY

HALF-DAY RATES LESS THAN 5 HOURS AM OR PM ONLY:

1 CHILD = \$16.50 2 CHILDREN = \$28.00
3 CHILDREN = \$36.50 4 CHILDREN = \$46.00

LATE FEES: There will be a severe late penalty for any child who is not picked up by 6:00 p.m. *Between 6:00 p.m. and 6:15 p.m., there will be a \$10.00/child charge and \$1.00/child for every minute after this. IF YOU ARE LATE ON MORE THAN 3 OCCASIONS YOU WILL BE ASKED TO FIND ALTERNATIVE DAY CARE ARRANGEMENTS.*

TUITION PAYMENTS: Payment for all scheduled days for each month is required in advance. Cash or post-dated cheques for the 1st of the month are acceptable. Fees paid in advance are non-refundable unless you provide notification in writing, at least two weeks in advance, of changes in your schedule. Any credits or balances, resulting from the advance payment will be reflected in the current month's statement when issued.

SCHEDULE CHANGES: Regular fees will be charged when Parents/Guardians fail to notify the Program Supervisor of cancelled days or change in schedules. We require 14 days notice for changes in schedules. Fees will not be refunded under any circumstances. All outstanding balances past 60 days will be forwarded to our Collection Agent.

NON-SUFFICIENT FUNDS POLICY: It is a policy that all cheques returned to the Corporation as Non-Sufficient funds (NSF) will have a charge of \$35.00. All other bank charges or fees acquired as a result of returned items will be passed on to the Parent/Guardian accordingly. All monies will be paid within FIVE (5) days of notification, including the \$35.00 NSF fee, in the form of a certified cheque, money order, or cash. In the event that a second cheque should come back as NSF, all child care fees from that day forward will be paid by certified cheque, money order or cash.

Please see next page

LATCHKEY DAY CARE & LEARNING CENTRE

CHILD CARE NEEDS:

(A) Please mark the days and times you require as your commitment to Latch Key.

_____ # Days am and / or pm (**Summer** and/ or **School Year**)

Monday Tuesday Wednesday Thursday Friday

(B) The Executive Director, on behalf of the Board of Directors reserves the right to ask for a child's withdrawal if:

- ❖ Repeated behavioral difficulties and lack of Parental/Custodial Support deems it necessary to discontinue the child's enrollment in the program.
- ❖ Arrears in accounts past a sixty (60) day period. The Parent or Guardian has not made payment arrangements for overdue account.
- ❖ Latchkey staff is not able to meet the behavioral or physical needs of the child in our day care environments/setting.
- ❖ Tardiness in picking up your child/children on 3 or more occasions.

ARRIVAL AND DEPARTURE: Children are to be escorted into the building using the designated entrance. The child shall be signed in and out by an escort, someone 18 years or older. No child shall be released to a person not authorized by a parent. We must have written or verbal consent for changes in this respect.

ANNUAL GENERAL MEMBERSHIP MEETING AND BOARD MEMBERS:

A parent of children attending Latchkey is required to attend or be represented by proxy, at the Annual General Membership Meeting held each May. Parents are also encouraged to consider becoming a representative for their program to ensure the continued success. Commitment is approximately 2-3 hours per month. Ask your Program Supervisor for more information.

MEDICATION: Only medication brought to school in the original container or one prescribed by the pharmacist will be administered **provided** the parent/guardian fills out a consent form stating the amount and times to be given. Forms are available from the Supervisor.

FUNDRAISING: During many times in the year a number of fundraising events are held in order to purchase games, toys, books and recreational equipment. Please let us know if you have an idea for an event. This will help to keep parent fees down.

Signature Parent/Guardian: _____ Date: _____

Signature Supervisor: _____ Date: _____