



**FEE AGREEMENT**

**REGISTRATION:** There will be a \$30.00 non-refundable yearly registration fee per family.

**TUITION:** BEFORE AND AFTER SCHOOL PROGRAM PER HOUR:

1 CHILD = \$4.00      2 CHILDREN = \$5.75  
3 CHILDREN = \$7.25      4 CHILDREN = \$8.50  
5 CHILDREN = \$11.20

There is a minimal charge, according to the above rates, that will be applied for the first hour of attendance. If a child is in program for less than an hour, a minimum charge of one hour will apply. *You are charged 15 minutes prior to dismissal.*

**FULL DAY RATES:**

1 CHILD = \$24.60      2 CHILDREN = \$43.00  
3 CHILDREN = \$60.50      4 CHILDREN = \$84.00

**HALF-DAY RATES (LESS THAN 5 HOURS):**

1 CHILD = \$16.90      2 CHILDREN = \$29.00  
3 CHILDREN = \$37.40      4 CHILDREN = \$47.15

**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 late fee per child and \$1.00/child for every minute after this. IF YOU ARE LATE ON 3 OCCASIONS, YOU WILL BE ASKED TO FIND ALTERNATIVE DAY CARE ARRANGEMENTS.* This applies to all families using Latchkey Day Care & Learning Centre.

**TUITION PAYMENTS:** **Payment for all scheduled days for each month is required in advance. Cash or post-dated cheques for the 15<sup>th</sup> 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.  
**All overdue Payments will be forwarded to a collection agent.**  
**Failure to sign your child out on the sign in/sign out sheet will result in a minimum charge of 3 hours per occurrence.**

**SCHEDULE CHANGES:** Regular fees will be charged when Parents/Guardians fail to notify the Program Supervisor of cancelled days (7 days notice) or changes in schedules (days switched but not cancelled require 24 hours notice).

**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 \$30.00. 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 Latchkey.

\_\_\_\_\_ # Days                      am and / or pm (**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:

- ❖ Latchkey staff is not able to meet the behavioral or physical needs of the child in our child care environment/setting.
- ❖ 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 Thirty (30) day period. The Parent or Guardian has not made payment arrangements for overdue account. In addition, your account will be sent to a collection agent.
- ❖ Tardiness in picking up your child/children on 3 occasions.
- ❖ A Parent or Guardian displays threatening, violent, abusive, harassing and/or any inappropriate behaviour towards any Latchkey Day Care staff or children.

**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.

**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: \_\_\_\_\_