



FULL DAY LEARNING PROGRAM TUITION AGREEMENT

In order to register for the Full Day Learning program, the following is required:

- \$30.00 non-refundable yearly registration fee per family.
- \$100.00 non-refundable tuition deposit, in order to confirm a space in the Learning Centre program. This deposit will be deducted from your first month's tuition fee.

TUITION

Tuition is based on the academic school year calendar of September to June.

Tuition is calculated on a monthly basis; according to the number of days each month your child is registered to attend the Learning Centre Program.

Each child is required to attend at least 2 days per week at a minimum for consistency, which is beneficial for educational experiences and opportunities.

Tuition fees for the period of September to June must be paid in advance by post-dated cheque. **All cheques must be dated for the first of the month.**

SCHEDULE CHANGES

Extra days beyond the scheduled days will be calculated at the beginning of each month with payments due on the first of the month. Latchkey Day Care will try to accommodate additional days.

There will not be any refunds of registered days for any reason including sick days, school closure due to inclement weather, or vacations.

WITHDRAWAL

The Learning Centre Supervisor must be notified in writing, a minimum of one month prior to a change in your child's schedule. If proper notice is not given, one month's payment is required in lieu of notice.

FULL DAY TUITION: Must use a minimum of two (2) days per week. Includes 2 snacks and a hot lunch daily

1 CHILD = \$34.00 2 CHILDREN = \$61.50

HALF DAY TUITION: Must use a minimum of three (3) half -days per week. Includes one snack and a hot lunch daily.

1 CHILD = \$21.50 2 CHILDREN = \$37.00

CHILD CARE NEEDS (Please circle the days you require each week)

Monday Tuesday Wednesday Thursday Alternating Friday

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 per child for every minute after this. IF YOU ARE LATE ON 3 OCCASIONS YOU WILL BE ASKED TO FIND ALTERNATIVE DAY CARE ARRANGEMENTS.**

Families are eligible to use the Latchkey Day Care Before and After School program. Latchkey Day Care hourly fees apply. See program Supervisor for more details.

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.

LATCHKEY DAY CARE & LEARNING CENTRE

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 enrolment in the program.
- ❖ Arrears in accounts past a Thirty (30) day period. The Parent/Guardian has not made payment arrangements for overdue accounts. In addition, your account will be sent to a collection agent.
- ❖ Tardiness in picking up your child/children on 3 occasions.
- ❖ A Parent/Guardian displays threatening, violent, abusive, harassing and/or any inappropriate behaviour towards any Latchkey Day Care staff or children.

STATUTORY HOLIDAYS/ SCHOOL BREAKS AND PD DAYS

The Learning Centre Program will not be operating during Statutory Holidays and School Closures such as Christmas, March Break, PD days and summer. Therefore, parents will not be billed for these days and times.

However, Latchkey Day Care will be operating during summer, March Break, Christmas and PD days if parents are interested in using this service. Latchkey Day Care fees apply during these times

All Latchkey Day Care & Learning Centre programs will be closed on the following statutory holidays:

- | | |
|--------------------|------------------------|
| * Labour Day | * Good Friday |
| * Thanksgiving Day | * Easter Monday |
| * Christmas Day | * Victoria Day |
| * Boxing Day | * Canada Day |
| * New Years Day | * August Civic Holiday |
| * Family Day | |

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 \$30.00 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.

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.

I have read, understand and accept the terms of the Tuition Agreement.

Signature Parent/Guardian _____ Date: _____

Signature Supervisor: _____ Date: _____

* revised October 2011