

SACRED HEART LEARNING CENTRE TUITION AGREEMENT

REGISTRATION

In order register for the Sacred Heart Learning Centre program, the following is required:

- \$25.00 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 = **\$33.00**

2 CHILDREN = **\$60.00**

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 MORE THAN 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.

LATCHKEY DAY CARE & LEARNING CENTRE

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
- Thanksgiving Day
- Christmas Day
- Boxing Day
- New Years Day
- Good Friday
- Easter Monday
- Victoria Day
- August Civic Holiday

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.

NON-PAYMENT OF FEES

The Executive Director may ask for a child's withdrawal from the Learning Centre due to arrears in accounts past a sixty (60) day period, where the Parent or Guardian has not attempted to make payment arrangements. Latchkey Day Care & Learning Centre will forward all unpaid accounts to a collection agent.

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

Signature Parent/Guardian _____ Date: _____

Signature Supervisor _____ Date: _____