

**JACOB HESPELER CHILD CARE CENTRE
PAYMENT OF FEES CONTRACT**

Site: VOID

The payment and procedures are outlined below. It is required that these policies and procedures be strictly adhered to by the parents of all children enrolled in the Child Care Centre.

Your child VOID is enrolled in the following program(s)

| Print Name | | Please circle days | | | | | |
|--------------------------|-------------------|---------------------------|---|---|---|----|---|
| <input type="checkbox"/> | Nursery School | 2 ½ Program | M | T | W | Th | F |
| <input type="checkbox"/> | Toddler Program | Full Day | M | T | W | Th | F |
| <input type="checkbox"/> | Toddler Program | Half Day | M | T | W | Th | F |
| <input type="checkbox"/> | Preschool Program | Full Day | M | T | W | Th | F |
| <input type="checkbox"/> | Preschool Program | Half Day | M | T | W | Th | F |

Drop Off Time: VOID

Pick Up Time: VOID

Daily Fee: \$ VOID

1. The Child Care Centre will operate on a 12-month basis. **The Centre will not open for:** Some Christmas Holidays, or on the following Holidays: Labour Day, Thanksgiving, New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic holiday, and one week in the summer for maintenance. You will receive an Important Date List outlining all the days the centre is closed with start and finish dates and school closure dates for your child's program.
2. Fees to be paid monthly, in advance, dated the **first day of each month. The first month fee is non-refundable.** Payment will be accepted through preauthorized debit or post-dated cheques. Parents will be notified one month in advance if fees are subject to change.
3. **Overdue Accounts:** Child care fees are due at the beginning of each month. If your account is more than two months overdue, your child care will end and your account will be forwarded to a collection agency.
4. There will be no charge for up to two weeks of vacation in the 12-month full time preschool and toddler program taken in weekly blocks of time. Children enrolled after January 1st will be entitled to one week of vacation. The child care centre supervisor must be notified in writing, one month in advance of the vacation period in order for fees to be waived. We do not offer a vacation allotment for children enrolled in part time programs or a ten-month program.
5. There will be no fees waived for absenteeism (i.e. illness, unexpected closures, i.e. snow days...).
6. One month's **written notice** is required prior to withdrawing your child from the Centre. In default of giving this one-month notice, you will be required to make an additional monthly payment of fees. If registration is canceled before the child enters the program the first month payment is non-refundable and considered to be the one-month notice.
7. **Receipts** will be given for fees paid and must be kept for income tax purposes, as no other receipts will be issued.
8. Your Contract ends VOID

Contracts are renewed yearly; full time positions will be given first priority.

I hereby certify that I understand, and will abide by, the policies and procedures outlined above.

VOID

VOID

Parent's/Guardian's Signature

Date

Revised Date: April 2016

**JACOB HESPELER CHILD CARE CENTRE
PAYMENT OF FEES CONTRACT**

Site: VOID

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Your child VOID is enrolled in the following program(s)
Print Name

* Check appropriate program(s)

Please circle days

- | | | | | | | |
|---|------------------------|---|---|---|-----|---|
| <input type="checkbox"/> JK/SK Program | Before School 10 month | M | T | W | Th. | F |
| <input type="checkbox"/> JK/SK Program | After School 10 month | M | T | W | Th. | F |
| <input type="checkbox"/> School Age Program | Before School 10 month | M | T | W | Th. | F |
| <input type="checkbox"/> School Age Program | After School 10 month | M | T | W | Th. | F |

Drop Off Time: VOID

Pick Up Time: VOID

Daily Fee Before School \$ VOID Daily Fee After School \$ VOID

1. The Child Care Centre will operate on a 12-month basis. **The Centre will not open for:** Some Christmas Holidays, or on the following Holidays: Labour Day, Thanksgiving, New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic holiday, and one week in the summer for maintenance. You will receive an Important Date List outlining all the days the centre is closed with start and finish dates and school closure dates for your child's program.
2. Fees to be paid monthly, in advance, dated the **first day of each month. The first month fee is non-refundable.** Additional fees will be charged for P.A. days and school holidays in 10-month School Age programs. Payment will be accepted through preauthorized debit or post-dated cheques. Parents will be notified one month in advance if fees are subject to change.
3. **Overdue Accounts:** Child care fees are due at the beginning of each month. If your account is more than two months overdue, your child care will end and your account will be forwarded to a collection agency.
4. There will be no fees waived for absenteeism (i.e. vacation, illness, unexpected closures, i.e. snow days...).
5. One month's **written notice** is required prior to withdrawing your child from the Centre. In default of giving this one-month notice, you will be required to make an additional monthly payment of fees. If registration is canceled before the child enters the program the first month payment is non-refundable and considered to be the one-month notice.
6. **Receipts** will be given for fees paid and must be kept for income tax purposes, as no other receipts will be issued.
7. Your Contract ends VOID

If you require PA Day or holiday care an additional contract will need to be signed.

I hereby certify that I understand, and will abide by, the policies and procedures outlined above.

VOID
Parent's/Guardian's Signature

VOID
Date

Revised Date: April 2016

**JACOB HESPELER CHILD CARE CENTRE
PAYMENT OF FEES CONTRACT**

Site: Youth Development Program

The payment and procedures are outlined below. It is required that these policies and procedures be strictly adhered to by the parents of all children enrolled in the Child Care Centre.

Your child VOID is enrolled in the following program(s)
Print Name

* Check appropriate program(s)

Please circle days

- | | | | | | | |
|---|------------------------|---|---|---|-----|---|
| <input type="checkbox"/> School Age Program | Before School 10 month | M | T | W | Th. | F |
| <input type="checkbox"/> School Age Program | After School 10 month | M | T | W | Th. | F |

Drop Off Time: VOID

Pick Up Time: VOID

Daily Fee Before School \$ VOID Daily Fee After School \$ VOID

1. The Child Care Centre will operate on a 10-month basis. **The Centre will not open for:** Some Christmas Holidays, or on the following Holidays: Labour Day, Thanksgiving, New Year's Day, Family Day, Good Friday, Easter Monday and Victoria Day. You will receive an Important Date List outlining all the days the centre is closed with start and finish dates and school closure dates for your child's program.
2. Fees to be paid monthly, in advance, dated the **first day of each month. The first month fee is non-refundable.** Additional fees will be charged for P.A. days and school holidays in 10-month School Age programs. Payment will be accepted through preauthorized debit or post-dated cheques. Parents will be notified one month in advance if fees are subject to change.
3. **Overdue Accounts:** Child care fees are due at the beginning of each month. If your account is more than two months overdue, your child care will end and your account will be forwarded to a collection agency.
4. There will be no fees waived for absenteeism (i.e. vacation, illness, unexpected closures, i.e. snow days...).
5. One month's **written notice** is required prior to withdrawing your child from the Centre. In default of giving this one-month notice, you will be required to make an additional monthly payment of fees. If registration is canceled before the child enters the program the first month payment is non-refundable and considered to be the one-month notice.
6. **Receipts** will be given for fees paid and must be kept for income tax purposes, as no other receipts will be issued.
7. Your Contract ends VOID

If you require PA Day or holiday care an additional contract will need to be signed.

I hereby certify that I understand, and will abide by, the policies and procedures outlined above.

 VOID
Parent's/Guardian's Signature

 VOID
Date

Revised Date: April 2016