



PAYMENT POLICY

Billing for the current month will take place on the first of each month. For your convenience, we offer two payment options. Fees may be paid in full at the first of each month, or 50% of the payment on or before the 15th of each month, and the remaining 50 % on or before the last scheduled day for care in the month. Payment may be made by cash, cheque, e-transfer or any other methods which the daycare assumes in the future. **E-transfer is the preferred method.**

Enrolment in the daycare is conditional on full and timely payment of all fees. It is your responsibility to keep your account balance current. When amounts owing are **30 days past due**, \$15.00 will be applied to your account. If your account is not paid in full at **45 days past due** a termination notice will be issued for your child/children, and care will no longer be provided, effective immediately, until such time as all outstanding fees are paid in full. Accounts remaining unpaid 90 days after withdrawal / termination will be charged \$200.00 penalty and sent to our collection agency.

NSF cheques returned will result in a \$50.00 charge added to your account. Subsequent NSF activity will result in the requirement for certified cheques.

Upon enrolment in our center, we require the registration fee of \$40.00 (single child) or \$50.00 (per family) and the volunteer fee of \$100.00 (annually) to be paid in full before your child's first day. As a not-for-profit charitable organization we require parents to volunteer their time towards fundraising activities. If you complete 8 hours of volunteer time per year the \$100.00 will be credited to your account balance. Please note that Sunshine Heights Daycare will not pay this out in cash, it will only be used as a credit toward your invoice.

Sunshine Heights Co-op Daycare recognizes the need for subsidy for some families. Any rules pertaining to subsidy or Ontario works recipients are issued by the County of Northumberland, and will apply to all families on said programs.

New applicants to our programs, who are awaiting subsidy, will not be permitted to start attending Sunshine Heights Co-op Daycare at the reduced rate (full price-subsidized amount) until confirmation has been received by the program director.

Members whom receive subsidy or Ontario works are financially responsible to cover any cost not paid by these programs.

We require two weeks notice when withdrawing your child/children from the daycare. Full fees for the two week period are payable if inadequate notice is given. Unused holidays cannot be used as payment for these two weeks notice.

In order to optimize scheduling and keep costs at a minimum, members are required to submit monthly schedules on or before the 20th of the previous month (i.e. February's schedule is due on or before January 20th). As we must retain proper child/ teacher ratios, changes to your child's schedule can only



be approved by the Program Director with two weeks notice. We may allow adding days to you schedule but we will not permit reduction in scheduled days. If you chose not to bring your child in on a day that you previously scheduled, you will still be charged full fees for the scheduled day.

Please, advise the daycare if your child will be absent on a scheduled day of care. You are required to pay fees for any day on which your child is scheduled to attend regardless of whether they are in attendance or not. All statutory holidays and days your child is away due to illness or inclement weather must be paid. No rebate or reduction will be given for absences.

Upon enrolment of 6 months, each child is allocated unpaid vacation time as shown on page 4 of the Parent Handbook. A minimum of 2 weeks written notice is required to redeem the allotted unpaid vacation time. Vacation may be used any time during the year. If additional time is required, please see Program Director for a payment schedule. Vacation time is non-accumulative and cannot be rolled over into the following year.

Photo I.D. along with your driver licence or social insurance number must be provided before your child can be enrolled.

Parent/Guardian	Parent/Guardian
Driver Lic #:	Driver Lic #:
S.I.N. :	S.I.N. :
Copy of Photo I.D. Yes () No ()	Copy of Photo I.D. Yes () No ()

I, _____ have read and understand the Sunshine Heights Co-operative Daycare Payment Policy and agree to comply with all terms and conditions set out therein.

Parent/Guardian

Date

Parent/Guardian

Date

Program Director

Date