

Fee Collection Policy and Procedures

Junction Day Care Centre will collect childcare fees in a consistent, equitable manner to ensure the financial viability of the centre.

Procedures

1. Fees are due on the first day of each month for that month. Parents, who request permission to pay their fees later in the month, must put the request in writing and the Board of Directors will approve or disapprove. There are no deductions or absences for statutory holidays.
2. A one month security deposit is required when children are enrolled in the centre. The security deposit will be applied to the fees for the last month children are enrolled in the centre, providing a one month withdrawal notice is given. If the security deposit is not deducted, it will be returned to the parent in the form of a cheque.
3. Fees are set by the Board of Directors and are voted on yearly at the Annual General Meeting or sooner if an Emergency General Meeting is required. Fee increases are brought before the membership to be voted on. Parents/guardians are responsible for paying the full monthly fee unless a child care fee subsidy is obtained from Toronto Subsidy Office.
4. If a fee subsidy is obtained from Toronto Subsidy Office, the monthly fee paid by the family is based on the assessed daily fee contribution. Parents/guardians are responsible for fulfilling all the requirements of the fee subsidy office necessary to maintain subsidy. If parents/guardians become ineligible for child care subsidy, they are responsible for paying the full monthly fee or for withdrawing their child(ren)
5. Fee schedule is available for all parents on the bulletin boards and emailed to the parents.
6. Parents are required to leave post dated cheques for the beginning of each month. The supervisor may negotiate alternative payment arrangements with parents/guardians (i.e. pay middle of month).
7. Parents/guardians who are late paying their fees will be given a reminder by the 7th day of the month.
8. The secretary will give a reminder letter if the fee has not been paid by the 14 day of the month. The parent will have 10 working days to pay the fees.
9. The supervisor may accept a written payment schedule from a parent for a given month.
10. If no written schedule is received or if the parent fails to honour the schedule, and the fees are outstanding for more than 2 months, the supervisor will advise the Board of Directors and a two week withdrawal notice will be given by the Board of Directors.

Revised September 13, 2012