

## **Inquiring Little Minds PAYMENT POLICY**

Dear Parents and Legal Guardians:

To maintain your child's attendance in Inquiring Little Minds (ILM) child care programs, you are responsible for the payment of all fee policies listed below. Your signature on the registration form, verifying that you have read the policies, is required.

### **General Fee Payment**

1. ILM requires all payments to be made in advance. Regular payments are paid on the last day of the month. Fees can be paid through QuickBooks via credit card or by e-Transfer.
2. Fees are due regardless of your child's attendance.
3. Parents are charged for Statutory Holidays, and scheduled breaks, which are calculated into your child's fees.
4. Drop-in days need to be paid in advance of care. Payments for drop-in days must be received by ILM no later than 4PM the day prior to the requested drop-in.
5. Fees not paid by the last day of the month will be considered past due. Starting the next day (the first day of the new month), when fees are not paid, children cannot be dropped off or picked up.
6. No matter the circumstances, ILM policy does not grant refunds.

### **Holding Fee**

1. Regardless of attendance, you must pay all fees to maintain your child's space. If your child's fees are not paid, you may be denied care at the door and your spot may be forfeited.

### **Registration/Supply Fee**

1. A registration fee applies to all ILM child care programs. This fee is collected to provide activities, cooking supplies, field trips, fine arts, and hot lunches.
2. An quarterly supply fee is required to be paid for each year your child attends ILM. This fee will remain the same regardless of the child(ren)'s schedule

## **Late Fees**

1. For a late pick up, clients are charged \$15 for the first ten minutes that they are late. Each additional minute will be billed at \$1 per minute. For example, if the parent or guardian is 17 minutes late for pick up, they will be billed a \$22 late fee. Exceptions are at the discretion of the center director/manager.
2. Payments not made will be charged an additional \$5 per day fee for 90 days.

## **Overdue Accounts**

1. You have until the 15th day of the current month to correct the status of all unpaid fees. Arrangements must be made with the office to have your payment date switched to another day. This may only occur twice per calendar year. If fees are not paid in full by this date, your child will not be permitted to attend ILM (until all fees are paid).
2. Overdue fees must be paid in full by 4PM the day before your child's next scheduled day of attendance. Payments received after 4PM will be processed next business day. As a result, your child will not be accepted into ILM care the following day.
3. Overdue accounts will be issued a notice to withdraw and the overdue account will be listed with a collection agency.

## **NSF Cheques**

1. ILM administration will contact you regarding cheques written with non-sufficient funds (NSF). You are required to replace the fees plus the NSF charge, currently \$45, immediately in cash.

## **Schedule Changes, Withdrawal Notice**

1. Changes in your child(ren)'s weekly schedule (not including statutory holidays), which will affect billing outcomes or withdrawal, require 30 days' notice. If you plan to withdraw from the program without notice, you are required to pay one month's fees in lieu of 30 days' notice.
2. You will not be able to make any change in schedule until all fees have been paid in full and your account is up to date.
3. There is no reason, complaint, or change in circumstance that will nullify payment(s).

## **School Breaks**

1. Fees associated with days where school is not in session will be billed at the current full day rate.

## **Subsidy**

1. For the calculation of discounts and the cost of care, ILM recognizes subsidies as any monies a parent or guardian receives to help offset the cost of fees. This includes, but is not exclusive to monies from government subsidy, organizations, service clubs, and other agencies.
2. Agencies administering subsidies for child care will not be eligible for any special discounts that ILM implements to help parents and guardians bear the cost of fees. These agencies are expected to pay the full cost of care.
3. Parents receiving subsidies are responsible for paying the remaining balance of fees. The "parent portion" on the subsidy print out DOES NOT factor in the cost of fees at the center and the difference is invoiced to the parents or guardians by the center.
4. Parents and guardians are responsible for ensuring that subsidy applications and renewals are up to date. If the subsidy expires then parents and guardians are responsible for the payment of fees. You are responsible for providing ILM with written proof that you have sent your renewal into subsidy.
5. If confirmation of subsidy is not received by the ILM administration, your child will not be permitted to attend our programs until all fees are paid in full—this includes the subsidies portion and the parent portion.
6. New applicants to our programs are required to pay while waiting for subsidy.

## Receipts

1. Official receipts for tax purposes are issued monthly through Quickbooks. You may also ask for an annual statement of account.
2. Official receipts will not be issued for accounts that are in arrears.

