



Parents/Guardians are required to read and complete the following payment policy prior to your child's start/return in Sept 2018.

2018-19 Rate

First Hour	Second Hour	Third Hour +	Early Dismissal (4+ Hours)
\$6.50	\$11	\$15	\$20

Monthly Fees

Childcare attendees will have their monthly attendance calculated at the end of the month attended. Parents/guardians will be invoiced in the first week of the next month with payment due within 10 days.

Monthly Enrollment:

Fixed Schedules:

Children's enrollment for fixed schedules (ie same every week/month) must be completed on this form.

Parents/Guardians will be billed for all enrolled days. Absences will be billed at the lowest rate per day (ie 6.5).

Flexible Monthly Schedules:

For children who require different schedules each month, Flexible Monthly Schedule Enrollment Form must be completed and submitted to the RASC program manager PRIOR to the start of the month. Once submitted you will be billed for all these enrolled days. Any absences will be billed at the lowest rate per day (ie 6.5).

Drop in:

Drop in spaces MAY be available, to determine if your child can attend on a particular day, please contact Teresa Rogers the RASC Manager and determine if there is space for your child. If you have not confirmed your spot personally with Teresa, please do not assume there is space and send your child, as the program may be full.

RASC is an IHA licensed program and is currently limited to a maximum of 20 children per day. Due to high subscription rates only children with fixed schedules are guaranteed care, in most cases Flexible monthly schedules submitted prior to the start of the month will also be accommodated, and Drop in spaces will be filled on a first come first served space. When all 20 spaces are filled, we cannot accommodate your child.

Guardians are charged for all enrolled days. ***BCCS is an approved child care fee reduction centre, this reduction is \$100 per child per month (full time) (approx. \$2.50 per day part time) reductions are shown on invoices.***

In the Event that fees are not paid as required, parents will receive a letter and be asked to commit to a payment plan contract. If this contract is not fulfilled the child-care space will be forfeited immediately.

Childcare Subsidy. It is the responsibility of the parent/guardian to apply for subsidy. If authorization is not received, parents/guardians will be billed in full for childcare. If authorization is backdated any eligible parent fees paid will be refunded.

Withdrawal

Parents and Guardians are requested to give 2 weeks written notice of withdrawal. Charges will apply as normal until the end of the 2 weeks notification period. (please note that this is to withdraw your child permanently from the program and not cancellation of enrolled days)

BCCS Programs and Siblings.

Parents/Guardians will not be permitted to register any child in any BCCS program or event if the family have an outstanding balance in any BCCS facilitated program. Outstanding balances must either be cleared or addressed with a payment plan contract prior to registration.

NSF Cheques

A \$15.00 charge will be levied by BCCS Council for any NSF cheque.

Tax Receipts:

An Administration fee of \$25 will be charged for annual receipts for tax purposes. (parents are encouraged to retain their monthly receipts for tax returns)

Year-end annual receipts will only be issued if there are no outstanding fees owing to BCCS.

Required:

Parent/Guardians Name (print) _____

Child Attending: _____

Schedule: Please indicate your child's fixed schedule.

Monday	Tuesday	Wednesday	Thursday	Friday

I understand and agree with The Blueberry Creek Early Learning and Care Centre Payment Policy.

(Signed)

(Date)