



Parents/Guardians are required to read and complete the following payment policy prior to your child starting at BCEL&CC.

Preschool			Buds Child-Care(3-5)		Infant Toddler (0-3)
M/W/F	Monthly Rate	M/W & T/T	Morning (1/2 day)	Full Day Per day	Per day
am	T/T am	pm	\$25	\$38.50	\$49
\$180	\$120	\$140			

Monthly Fees

Preschool is charged at pro-rated monthly rates. Parents/Guardians will receive an invoice on the first day of the month for the current month attending and payment will be due within 10 days. Stat holidays and center closures have been factored into these pro-rated monthly rates.

Infant Toddler Invoices are generated and issued to parents at the start of the month based on the enrolment for that month. Payment is due within 10 days of receiving the invoice. Parents are not invoiced for Stat holidays and center closures. Parents/Guardians will have 2 weeks of scheduled vacation time (ie parents with children in full time care can book 10 days a year off, three day a week schedules can book 6 days off, parents with 2 day a week schedules can book 4 days off (unbilled)). Booked vacation days MUST be submitted prior to the month to be taken, to facilitate accurate CCOP enrollment. All bills are based on the monthly enrollment at the start of the month. Any irregular additional days that your child attends that you have not been billed for, will be billed on the following month. ***BCCS is an approved child care fee reduction centre, this reduction is \$350 per child per month (full time) (approx. \$16 per day) reductions are shown on invoices.***

Buds 3-5 year childcare attendees will have their monthly attendance calculated at the end of the month attended. Parents/guardians will be invoiced on the first of the next month with payment due within 10 days. Stats and BCCS closures (15 days of holidays + 10 stats) are not charged. . Parents/Guardians will have 2 weeks of scheduled vacation time (ie parents with children in full time care can book 10 days a year off, three day a week schedules can book 6 days off, parents with 2 day a week schedules can book 4 days off (unbilled)). Booked vacation days MUST be submitted prior to the month to be taken, to facilitate accurate CCOP enrollment. ***All other absences for scheduled time will be charged.*** Children with flexible and drop in schedules will be charged for all enrolled days, unless cancelled prior to the start of the month. ***BCCS is an approved child care fee reduction centre, this reduction is \$100 per child per month (full time) (approx. \$5 per day) 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.

Registration Fee

New families registering their child are required to pay a \$25 registration/administration fee.

In addition to this we require in the case of preschool or IT, prepayment of the first months fee. For buds a \$200 deposit is required, which will be deducted from the first months invoice. These prepayments are required to hold your child's spot. If you decide that you do not wish your child to attend, after completion of registration, or you provide the required 2 weeks written notice to withdraw your child, the remaining portion of this fee will be reimbursed.

Premium Time Fees.

Parents/Guardians who require care before the 8 am regular opening hours will be charged \$5 per additional 15 mins (or any portion thereof). This additional time MUST be scheduled. Parents who do not pick up their child up at closing time or have not scheduled premium time will be charged \$1 per minute for each minute past closing.

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, which must be done prior to the start of each month)

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: _____

- Program: Blueberry Buds (3-5 years)
 Infant Toddler Daycare (0-3 years)
 Play to Learn Preschool

Schedule: Please indicate your child's drop off and pick up schedule.

Monday	Tuesday	Wednesday	Thursday	Friday

(please indicate your child's enrollment times)

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

(Signed)

(Date)