

- All programs are closed from Dec 24 – Jan 01 and from last week of July to first week of August.
- September – June care is billed by the month. During the summer, billing is calculated by the week.
- Holding Fee: Holds your space for September if no care is required over the summer. Please note that your child can attend for the weeks that you pay the holding fee.
- \$15.00 Program Enhancement fee is charged/family/month, in lieu of fundraising expectations.
- \$30.00, non-refundable, registration fee per family is required.
- \$250.00/child registration deposit is required at registration and will be applied toward first month's fees. If for whatever reason, childcare services are no longer required after registering, 30 days' notice of withdrawal (before the scheduled start date) is required to receive the deposit refund.

Full Day Programs	Infants (Birth – 18 months)	Toddlers (18 months – 2 ½ years)	Pre-School (2 ½ – 4 years)
Full Time Care	\$1,370.75/month	\$1,109.25/month	\$1065.75/month
Part Time Care 2 or 3 day/week options. Additional days may be requested if space is available. In this situation the daily rate will be added to the monthly invoice.	\$580.50/month (M/W or T/TH) \$838.50/month (M/W/F or T/TH/F) \$64.50/day	\$468.00/month (M/W or T/TH) \$676.00/month 3 days (M/W/F or T/TH/F) \$52/day	\$450.00/month (M/W or T/TH) \$650.00/month (M/W/F or T/TH/F) \$50/day
FT Summer Care Charged by the week as per regular schedule	\$322.50/week	\$260.00/week	\$250.00/week *Field trips billed separately
PT Summer Care Charged by the week as per regular schedule	\$129.00/week (M/W or T/TH) \$193.00/week (M/W/F or T/TH/F)	\$104.00/week (M/W or T/TH) \$156.00/week (M/W/F or T/TH/F)	\$100.00/week (M/W or T/TH) \$150.00/week (M/W/F or T/TH/F) *Field trips billed separately
Holding Fee	2 weeks of Summer Care	2 weeks of Summer Care	2 weeks of Summer Care

Before and After School programs offer the following monthly care options:

1. **Before and After School** (x 5 days/week)
2. **Before School** (x 5 days/week)
3. **After School** (x 5 days/week)

- Additional, full day packages are available for all 3 monthly options. This will include all PA days, March Break and January days before school resumes.

Summer Care: Summer Camp weeks will be reserved by indicating the # of weeks required on the summer calendar. A calendar is provided in mid March and is due back by May 1st.

Kindergarten and School Age Programs	Kindergarten (4-5 years)	School Age (6-12 years)
Before and After School Care With additional full days	\$490.00/month \$523.00/month	\$412.00/month \$445.00/month
Before School Care With additional full days	\$236.00/month \$269.00/month	\$213.00/month \$246.00/month
After School Care With additional full days	\$343.00/month \$376.00/month	\$319.00/month \$353.00/month
Summer Camp (*Field Trip costs included)	\$225.00/week	\$220.00/week
Holding Fee	One week of Summer Camp	One week of Summer Camp

Fee Collection Policy

North Grenville Learning Centre will collect childcare fees in a consistent, equitable manner to ensure the financial viability of the Centre.

Fees

- Fees, determined by the Board of Directors, are based on the costs of operating the Childcare program and will be reviewed annually.
- Current fee schedules will be posted on the NGLC website.
- A **\$30.00**, non-refundable, registration fee per family is required.
- A deposit of **\$250.00/child** is required at registration and will be applied toward first month's fees. If, for whatever reason, childcare services are no longer required after registering, 30 days' written notice of withdrawal, (before the scheduled start date) is required in order to receive the deposit refund.
- A late fee of **\$50.00** will be charged if full payment is not received by the 5th business day of each month.
- A charge of **\$25.00** will be levied for any cheque made payable to NGLC that is returned NSF by the bank.
- A **\$15.00/month** Program Enhancement Fee (in lieu of fundraising expectations) will be charged to each family enrolled.

Policy and Procedure

- Childcare fees are due in advance of service, **on the first day of each month**. Invoices will be issued via email **5 days** prior to the first day of each upcoming month.
- Payments may be made via credit card or EMT to bear.school@ngcplc.ca Cheques and cash payments will not be accepted.
- If payment is not received by the fifth business day by 4:00 PM latest, a \$50.00 late charge will be applied.
- If no payment (childcare fees plus late fee) is received by the end of the tenth business day at 4:00 PM, the child(ren) will not be permitted to attend the program until payment is received in full.
- Nonpayment will, at the absolute discretion of Board of Directors of the North Grenville Learning Centre, be deemed to be a breach of policy agreement and may result in the termination of services and withdrawal of the child from the childcare program.
- No refunds or exceptions to invoicing calculations will be made for absence due to illness, traveling, or any other reason.
- No refunds will be made when the school is temporarily closed due to emergency conditions (snowstorms, lack of heat, etc.).
- If a fee subsidy is obtained from the United Counties of Leeds and Grenville, the monthly fee paid by the family is based on the assessed monthly fee contribution. Parents/Guardians are responsible for fulfilling all the requirements of the United Counties of Leeds and Grenville Fee Subsidy Agreement, necessary to maintain the subsidy. If Parents/Guardians become ineligible for childcare subsidy, they are responsible for paying the full monthly fee or for withdrawing their child(ren).