

- All programs are closed from Dec 24 – Jan 01 and the 2 weeks before the August long weekend.
- 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.
- \$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	\$478.50/month	\$478.50/month	\$478.50/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.	\$198.00/month (M/W or T/TH) \$286.00/month (M/W/F or T/TH/F) \$22.00/day	\$198.00/month (M/W or T/TH) \$286.00/month 3 days (M/W/F or T/TH/F) \$22.00/day	\$198.00/month (M/W or T/TH) \$286.00/month (M/W/F or T/TH/F) \$22.00/day
FT Summer Care Charged by the week as per regular schedule	\$110.00/week	\$110.00/week	\$110.00/week
PT Summer Care Charged by the week as per regular schedule	\$44.00/week (M/W or T/TH) \$66.00/week (M/W/F or T/TH/F)	\$44.00/week (M/W or T/TH) \$66.00/week (M/W/F or T/TH/F)	\$44.00/week (M/W or T/TH) \$66.00/week (M/W/F or T/TH/F)
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:

- **Before and After School** (x 5 days/week) / **Before School** (x 5 days/week) / **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.
- Children who no longer qualify for CWELCC (over the age of 6 after June) will be billed the School Age rates.

Summer Care: Summer Care weeks will be reserved by indicating the # of weeks required on the summer calendar. A calendar is provided in March and is due back by March 31st.

Kindergarten and School Age Programs	Kindergarten (4-5 years)	School Age (6-12 years)
Before and After School Care With additional full days	\$261/month \$261/month	\$474.83/month \$513.97/month
Before School Care With additional full days	\$248.17/month \$261/month	\$252.32/month \$288.90/month
After School Care With additional full days	\$261/month \$261/month	\$372.08/month \$408.89/month
Summer Care	\$107.50/week	\$250.34/week
Holding Fee	One week of Summer Care	One week of Summer Care

Fee Collection Policy

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

Non-Base Rate 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 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.
- As per the *NGLC* Late Pick up Policy a fee of \$10.00 will immediately be applied at 6:00 PM. At 6:10, an additional fee of \$1.00 for every minute that a child remains in the Centre after 6:10 PM will be charged.
- Any field trip fees will be billed separately.

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, EMT to bear.school@nglc.ca.
- Summer fees are charged weekly and billed monthly. If you do not require care for the summer months, we require a holding fee equivalent to 1 week of care for School age and Kinder programs and 2 weeks of care for Infant, toddler and preschool programs to guarantee your place for the proceeding school calendar year. Your child may attend the summer program for the week(s) paid. However, if you choose not to attend the summer program at all, this holding fee is non-refundable.
- Children who no longer qualify for CWELCC (over the age of 6 after June) will be billed the School Age rates.
- If payment is not received by the **fifth business day at 4:00 PM**, 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*, will 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).