



Payment Schedule

Rev 04/16

- 1) To register a child, parents must submit a \$100 non-refundable registration fee. This is considered a part of the annual fee, and is only deposited when a space is accepted by the family. For the third party kindergarten program it is a \$50 non-refundable registration fee. There is no waitlist fee.
- 2) The Whitney Child Centre has an annual fee, divided into ten equal payments. Once a child's enrolment is confirmed, a registration package will be mailed and parents must submit a series of ten post-dated cheques by the stated deadline. Cheques are dated June 1, and the balance dated September 1, through to May 1. The June fee pays for September, the rest are monthly in advance, i.e. September cheque pays for October, October cheque pays for November.
- 3) If families would like to pay for the entire school year in one cheque this must be submitted with registration forms and dated June 1 (multiply the monthly fee by ten). If cheques are not submitted by the required deadline, stated in your registration package, your child's space will be offered to the next family on our waitlist.
- 4) We require three calendar months notice for withdrawal from a program. Please note that a "withdrawal" includes any change in a child's program that would reduce the fees payable for such child, including but not limited to, a reduction in the number of days, the elimination of the lunch program, and/or the withdrawal from any childcare program. The full withdrawal policy can be found in our Parent Manual.
- 5) If a cheque is returned by the bank for any reason, that cheque must be replaced promptly, together with a penalty of \$25.00. If a cheque is returned a second time the replacement must be paid by certified cheque, and in addition, the balance of cheques for that school year must be replaced by certified cheques. The Centre has an Unpaid Accounts Policy available on request.
- 6) Late fees are charged if children are not picked up from our programs promptly, (please see Parent Manual).
- 7) Tax receipts for fees paid to the Centre are issued.