

Financial Policies and Procedures

Initial each line and sign and date the bottom to indicate that you have read, understood and agree to these policies and hand into your center manager.

_____ **No child shall be in attendance at Thrive without pre-payment.**

Registration Payments

Our **full time after school care** fee is \$375 per month September – June regardless of attendance. This includes early dismissals and Pro D Days. School holidays are registered for separately and are above your regular monthly fees. Holiday fees are \$42.00/day.

Drop in fees are \$20.00 per day.

All monthly fees are due on the first of each month and can be set up by providing post-dated cheques or by setting up automatic re-occurring payments online on our website.

There will be a \$25.00 charge for any cheque returned by the bank (NSF) or any payment that has been returned or declined.

Our fees include pick up from school, activities, and most out-trip fees. Occasionally there are extended enhanced programs such as pottery or martial arts or special more expensive out trips etc. These may have a suggested donation to help us cover extra ordinarily large instructor/out trip fees.

Thrive does accept BC Childcare subsidy and may have partial bursaries available. Please contact office regarding these options. Children on childcare subsidy are automatically registered for all school breaks and will be charged accordingly. Please see admin staff for more details.

Refunds and Withdrawal

If it becomes necessary to permanently withdraw your child from our center, you must give 30 days notice, from the first of the month, **in writing**, to the center supervisor, or pay one month's fees in lieu of notice. No refunds will be given. No refunds or credit will be given for change of registration or attendance including full time, part time, drop in or day camp days without 30 days written notice.

Delinquent Accounts and your Childs ability to continue attendance at Thrive

Once a payment is missed or late you will be required to provide weekly payments until caught up for continued care of your child. You will need to arrange this amount with the financial office who will seek board approval for the requested payment amount.

Example: Bob's October 1st cheque bounces. Thrive finds this out on Monday October 5th.

The manager speaks to Bob that day and agrees on an amount that must be paid by Friday for his child to return on Monday. Bob agrees he will pay a minimum of \$50.00 by Friday and every week

following until caught up. He follows through and Thrive continues to pick up his child the following week with the same expectation until Bob's account is paid in full.

If Bob fails to bring in the weekly payment he will be notified that Thrive will no longer pick up his child until the weekly payment amounts are made. At this time, the child's spot is held and not given away. Amounts owing remain the same; no discounts or refunds will be made for their absence due to unpaid fees.

After three weeks of missed payments, the family will be notified that the spot will be given away if the account is not settled before the following months fees are due.

If a child's spot is given away due to unpaid accounts, they will be placed on the wait list and may not be able to re-enter the program.

Parents experiencing financial crisis may apply for a Thrive bursary towards their child's care but ALL PARENTS are required to stay current with contributing some level of fees according to their ability. Access to applications for financial assistance can be picked up from your center.

Late Pick Up Policy

It is the responsibility of the parent/guardian to pick children up by center closing time. In an emergency, you must make alternate arrangements to have the alternate person listed on your registration form pick your child up or make other suitable arrangements and have these arrangements cleared with your center supervisor.

Unfortunately, we must charge a late fee. The center staff work until 6:00pm sharp (5:30pm on holidays). It is against licensing regulations to leave any child unattended. Because of this, we will enforce the following late pick-up policy. For any child picked up after 6:00pm there will be an additional charge of \$10.00 from the first minute to ten minutes, an additional \$10.00 will be added for each additional 10 minute interval (or portion of). This fee will be billed weekly if applicable.

If the parent/guardian is late picking up a child more than three times, the child may be subject to having his/her registration in the center cancelled.

Failure to Call in Absences Policy

Staff may not leave the school without your child without verification of their absence. Therefore, it is very important that the staff are aware if your child will be absent by 2:00pm each day. There will be a \$25.00/day charge per child for each time your child is absent without prior notification. You will be billed weekly. You can notify us by calling the cell 250-826-5435.

Re-payment Policy

Thrive requires parents to provide post-dated cheques dated for the 1st of each month for the entirety of the school year or remainder if registering midyear, or for the parent to set up re-occurring PayPal payments for the whole year.

For withdrawals from the program, 30 days written notice from the first of the month or full months fees are required. Absolutely no refunds are given for temporary absence due to sickness, changes in schedules, extracurricular, family visits, vacations etc.

REFUNDS for days of unused pre-paid care are only available for:

- In the first three week trial period in which Thrive or a child's guardians can decide it's not in best interest of one party or another to continue care at Thrive.
 - Mid month withdrawal from the program for LONG TERM MEDICAL issues. Thrive will refund the fees from the date of the first consecutive day away (withdrawal point) as a result of the medical condition upon the receiving the written withdrawal letter accompanied by a letter from a doctor. All future cheques will be either returned or voided and shredded. And the child will no longer have a registered space in Thrive after School Care.
 - Unexpected mid month facility closure, Thrive will refund or credit (parent's choice) fees from the date of closure until date of re-opening. (if permanent all cheques will be returned)
 - If during that month Thrive chooses out of necessity to discontinue care of a child, Thrive will refund all fees from the date of discontinuation to the end of the month and all post-dated cheques on file will either be returned or voided and shredded.
- o All refunds due to the above reasons will be mailed out by cheque within 30 days.
 - o Daily refund amounts will be based the regular monthly fee amount divided by 20 school days regardless if number of school days that month differs. The refund amount will be based on regular monthly fee amount and NOT on any discounted amount provided through care bursaries. No refunds will be given if there are any fees owing from previous care.

Child's Name _____

Signature of Parent/Guardian

Date