



PAYMENT & SCHEDULING INFO PARENT FINANCIAL AGREEMENT

Payment Method:

We accept cash, cheque, or Interac e-transfer for payment. Cheques should be made payable to Anderdon Child Care Inc.

Fee Payment:

Option 1: Full fee payment in advance on the first day of the month.

Option 2: Half fee payment on the first of the month with the balance of the fees on a post-dated cheque for the 15th of the month.

Option 3: Submit schedule and payment on a weekly basis with schedule and payment due Thursday 9am for following week

****Drop In Days, extra days or last minute care requests must be paid on or before the day that service is provided or make arrangements to pay before the end of the month that service was received, to avoid late fees.*

Summer Camp: food, field trips and special activity payments must be paid in cash as this cash is taken directly to the vendor and also child care payments must be kept separate from activity fees for the purpose of your annual tax receipt for child care.

Expectations

1. Parents pay in advance for the days that their child is scheduled.
2. Parents pay for no-shows, and absent days due to illness etc.
3. Cancelled days with a refund require two weeks written notice via: text 519 736 0100 or email anderdonchildcare@gmail.com.
4. Days Switched but not cancelled require 7 days notice.
5. Drop your cheque or cash (in an envelope with your name on it) in our locked mailbox located on our parent bulletin board in the hallway or give to our program supervisor
6. Any extra days that your child attends are paid for on or before the day services are rendered
7. Submit your monthly child care schedule on the 25th for the upcoming month OR make arrangements to submit weekly by Thursday for following week.
8. **Parents must inform the school AND Day Care of any changes to original child care schedule to avoid children being put on the bus by mistake.** In the event that our information contradicts the school teachers information, regarding after school dismissal to bus or child care, Anderdon Child Care will keep the child and call the child's parents. Changes to the original child care schedule must be sent to ACC via text or email AND the school MUST be notified via phone call to school office or a note in child's agenda.

9. We accept drop ins, week to week schedules, and short notice child care requests. Please contact us to arrange care via text 519 736 0100 or E-Mail anderdonchildcare@gmail.com

Late Payments will result in a \$15 late fee per month until payment is collected. Accounts in arrears beyond 30 days will be forwarded to our collection agency.

Fee Calculation:

Please calculate fees as follows: The number of sessions your child is registered multiplied by the daily fee, there is no tax. Invoices will only be available upon request. Text or call for your monthly balance at any time.

Full Day Summer and School Breaks \$30

Before School \$10

After School \$10

Receipt Information:

Income tax receipts will be issued by the end of February for the previous year.

Monthly Receipts will be issued upon request. Please be sure that we have your full and correct mailing address at all times as annual receipts are sent by mail.

Submitting Your Schedule:

Please obtain a blank calendar from our bulletin board, fill in each Calendar square with AM or PM or Both AM/PM to make your needs clear, leave those squares blank on days that you do not need care. Return your completed Calendar by the 25th for the next month ahead; for example, return your Calendar by April 25th for child care services needed for the month of May. Any changes to your original schedule must be sent in writing via text 519 736 0100 or Email the Supervisor at anderdonchildcare@gmail.com Parents pay for cancelled days and no-shows without two weeks notice. Payment due in advance by the 1st of the month.

We will not accept information about schedules verbally as this information can be forgotten when we are busy with children. It is important to have a written record of schedules and a streamlined way of receiving this information in order to ensure child safety

Text or call Peggy (Supervisor): 519 736 0100

Email: anderdonchildcare@gmail.com

Last Minute Child Care Needs? We got your back!

If you suddenly need child care after school you should text us AND call the school to tell them to send your child to us. During the school year we will respond to texts between 6am & 9:30am AND 2:30pm and 6:00pm (we may respond to texts outside of those hours but please do not expect that as we have families at home and wish to connect with our families out side of program hours).

VERY IMPORTANT

You must give your child's schedule to their School Teacher as well as Anderdon Child Care Management The school day classroom teacher needs to know who to release your child to (bus, daycare etc.) When the school teacher and the day care teacher have conflicting information this causes anxiety for your child and it is difficult to be discreet in front of your child when the bus is about to leave and the day care and the school can't agree if your child is supposed to be on the bus. Tell the school and tell the day care your schedule and changes to your schedule.

To avoid misunderstanding, the fee is payable for the days your child is registered, whether the child attends or not, including extra days scheduled

Vacation Notice:

Our program has unlimited vacation with two weeks prior notice. There are no fees charged for statutory holidays or vacation days booked out two weeks in advance.

Late Pick Up Fee:

There will be a severe late penalty for any child who is not picked up by 6:00 p.m. At 6:01 p.m. there will be a late fee of \$10 per child and another \$1.00 per minute starting at 6:15 p.m. This applies to all families using Anderdon Child Care Inc. Services.

NON-SUFFICIENT FUNDS POLICY:

It is a policy that all cheques returned to the Corporation as Non-Sufficient funds (NSF) will have a charge of \$30.00. All other bank charges or fees acquired as a result of returned items will be passed on to the Parent/Guardian accordingly. All monies will be paid within FIVE (5) days of notification, including the \$35.00 NSF fee, in the form of a certified cheque, money order, or cash. In the event that a second cheque should come back as NSF, all child care fees from that day forward will be paid by certified cheque, money order or cash.