

## Fee Policy

1. A one time registration fee of \$25.00 per family is required with an application for enrollment. This fee is not refundable.
2. Fees are due within the first week of receiving your contract with your 10 postdated cheques or days with debit or cash Stepping Stones operates on these fees and is our main source of income. Therefore it is important that fees are paid at the beginning of each month.
3. The monthly fee is due regardless of the number of days in the month, absenteeism due to illness or inclement weather, plus school and statutory holidays. The centre closes for Christmas in accordance to the way the Holiday falls each year and for one week during the July and August contract period. Notice will be given in advance once the Church has provided us with the date.
4. Parents withdrawing their child(ren) for summer holidays will be required to pay for two days per week for the month of July and August if you wish to have a space held for the fall.
5. If, for some reason, it becomes necessary to withdraw your child, a minimum of two weeks notice is required, or two weeks fees in lieu of that notice
6. Parents may apply to the United Counties of Leeds and Grenville (Community and Social Services Department) to seek assistance with all or part of the fee to their child to Stepping Stones Children's Learning Centre.
7. I understand that the parent(s)/Legal guardian(s) listed on the child's registration forms, contract and or notice of subsidy approval are responsible for outstanding fees even if they have failed to sign and/or return these documents.

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

# Stepping Stones Children's Learning Centre

## Permission to Participate in Child Care Activities and To Receive Emergency Medical Care

- I hereby grant permission for my child to use all play equipment in all activities of Stepping Stones Children's Learning Centre.
- I hereby grant permission for my child to be included in pictures connected with the Stepping Stones Children's Learning Centre.
- I hereby grant permission for my child to leave the Stepping Stones Children's Learning Centre premises under supervision of a staff member for neighborhood walks and field trips.
- I hereby grant the Child Care Staff to take whatever steps are necessary to obtain emergency medical care if warranted. These steps may include the following steps to be taken:
  1. Call 911
  2. Attempt to reach child's parent or guardian.
  3. Attempt to contact the alternate adult listed in the Emergency Information Sheet.
  4. Have the child taken to emergency at the hospital by the 9-1-1 response team.Any expenses incurred from the 4 steps listed above will be the responsibility of the child's family.

### Reminders from the handbook:

1. The Child Care Centre will not take responsibility for a child who has not been brought in and left with a teacher when he or she arrives.
2. I understand that 2-week written notice of withdrawal or two weeks of fees are required. Even if a bi-annual contract is not signed.
3. I understand that fees are not prorated for illness or absences due to communicable diseases.
4. Fees are required for statutory holidays or vacation days if it is your child's regular day in childcare. This will keep your child's space in the program.
5. I understand that a late fee of \$25.00 per 15 minutes per child is required. It is paid to the Staff who has stayed with your child after the centre has closed.
6. I understand that my child may not attend if they have had any of the following as it may pose a health concern for all other children attending Stepping Stones; a) my child has had a fever and has not been fever free for 48hrs.
  - a) Diarrhea or vomiting
  - b) On antibiotics less than 24hrs, as a reaction may occur.
  - c) Head lice and is not nit free.

\_\_\_\_\_ Parent signature \_\_\_\_\_ Date.

\_\_\_\_\_ Parent signature \_\_\_\_\_ Date.