

Kinder House Day Care

Payment of Fees Policy

At Kinder House Day Care we respect the fact that our Families are very busy. However, **all Day Care Fees and Parent Portion Fees are due on or before the first day of every month.** We accept cash, e-transfers or cheques made payable to: Kinder House Day Care. Postdated cheques are also accepted and recommended. **Fees remain in effect regardless of absences due to illness, unexpected program closure or family vacation, with the exception of summer vacation closure, fees will be posted during that time.** There is a \$45.00 fee for any NSF cheques written to Kinder House. Notices of late payment will go out on the 5th day of each month and there is a penalty of \$25.00 for fees paid after the 8th day of the month. A termination notice will be served to Parents that do not acknowledge payment of their day care fees. **Please be advised that Termination Notice may also be issued after 3 consecutive late fee payments.**

We understand that there may be special circumstances, **on occasion**, in which Parents/Guardians may not be able to make a payment on time. Please come and talk to the Director so that we can work out a solution together. Do not assume that late payment is acceptable without communication to center administration, this could result in losing your child care service immediately.

Any third party payments for child care services (Alberta Supports) must be paid directly to Kinder House Day Care from the agency providing the funding. As with all Day Care Fees, this payment must be received on or before the first day of each month. If payment is not received, child care services will stop immediately, your child will be put back on the bottom our wait list and the next family on the list will take your space.

Day Care Subsidy is available and a privilege to those Parents/Guardians who qualify. Please ask us for an application or for faster response to find out if you qualify, apply online at: www.child.alberta.ca/childcaresubsidy. **Subsidy approval must be in place on the child's start date or in the case of an Application Renewal, the first day after the expiry date.** A letter confirming subsidy approval will be requested before service at Kinder House can begin or the **Full Day Care Fee** will have to be paid for by the Parent/Guardian until Day Care Subsidy is in place. If this is not an option, the space will be given to the next person on the "wait list". This also qualifies for Day Care Subsidy Application Renewals for existing clients, as well. Therefore, it is the Parent/Guardian's responsibility to ensure they have complied with **ALL** the requirements **(do not wait for the expiry date as your documents still have to be processed and this could take up to five weeks. All documents should be submitted at least 1 month prior to the expiry date to avoid interruption of Subsidy)** for Day Care Subsidy to commence. Any money paid to the Center will be credited to the Parent's account once Subsidy has been approved. Any money paid to Kinder House **will not be refunded.** Parents must also remember that Day Care Subsidy only covers a certain amount of the Day care Fee and **never the full amount of the Day Care Fee.**

****Please be aware that Day Care Fees are subject to a 10% increase annually****