

At our March board meeting, the Board of Directors amended the Booking and Payment policies for the Lunenburg Daycare Centre and Bye the Sea Nursery School. The following will be effective June 1st, 2015. The Nursery School Rates will remain the same.

Booking Policy

The centre is continuing with the current fee structure. There will be a rate for those families who use the Centre 5 days per week and will hereby be deemed full time. Families who use the centre less than 5 days per week, will hereby be deemed part time and have a different rate. Parents will be charged for all scheduled days (no exceptions).

Clients who use the Centre on a part time basis or who submit schedules should be aware that we might not be able to accommodate them if spaces are not available on the required day and they will pay a higher rate for this type of schedule. Schedules must be submitted before 8a.m on the Thursday prior to the following week, but this does not guarantee a space. Priority will be given to those clients who use the centre on a full time basis (5 days a week) and then to part time clients who use the centre on consistent days each week.

Payment Policy

Effective June 1st, 2015 the fees will be as follows:

Day Care Fees

- Infant care daily rate (full time)..... \$33.50
- Infant care daily rate (part time)..... \$35.00
- Daily rate 18 months & older (full time)... \$31.50
- Daily rate 18 months & older (part time)...\$33.00

School Program Fees

- Before school (full time)..... \$14.00
- Before School (part time)..... \$15.00
- After School (full time)..... \$17.00
- After School (part time)..... \$18.00
- Before and after school (full time)..... \$21.00
- Before and after school (part time)..... \$22.50

Embedded Time Rates (school age)

- Afterschool (full time)... \$22.00
- Afterschool (part time)... \$23.00
- Before & Afterschool (full time)..... \$26.00
- Before & Afterschool (part time)..... \$27.50

(These charges reflect the extra 1.75 hours of staffing costs due to the early dismissal.)

*Please note in-service, storm and parent /teacher days continue to be at the full day rates of \$31.50 or \$33.00.

Nursery School Fees (Bye the Sea Nursery School) Effective September 2013

(no change in 2015)

Late Fees (Daycare and Nursery School)

Picking up child (ren) after closing (6:00 p.m.)

- First 5 minutes.....\$ 5.00 per child
- 6-10 minutes.....\$10.00 per child
- 11-15 minutes..... \$15.00 per child
- 16 minutes or more \$20.00 per child

Second offense: All rates increase by \$5.00

Third offense: All rates increase by \$10.00

Parents arriving late will sign the time they picked up their child and the teacher on duty will initial the time as well.

Society Membership Fees

Society Membership fee of \$10.00 is charged upon enrollment and again on the first of each calendar year.

NSF Cheque Fee

There will be a fee of \$15.00 added to your account. After the second NSF cheque the Centre reserves the right to accept cash only as payment.

Official Letter Fee

There will be a fee of \$10.00 per request for official letters needed by parents. This includes, but is not limited to, letters for custody or child support hearings, letters for school transfer requests, letters for Revenue Canada, etc.

Withdrawal Policy

Two weeks written notice is required to withdraw your child (ren) from the Centre and one month written notice is required to withdraw from Nursery School. Notice should be submitted in writing to the office.

If any parent has any questions or concerns with respect to these new policies, please feel free to contact the undersigned.

Sincerely,

Heather Lantz
Assistant Director