

# Infant Toddler Program Fee Structure

Effective June 1, 2018

AND does includes new Ministry Fee Reduction Initiative

<i>This is the monthly rate for children age 3 months to 24 months</i>	<b>5 days/week Full time</b>	<b>4 days/week Part time</b>	<b>3 days/week Part time</b>	<b>2 days/week Part time</b>
<b>Regular Monthly Rate</b>	\$1240.00	\$ 1090.40	\$ 820.80	\$548.00
<b>Rate with Fee Reduction Initiative</b>	\$ 890.00	\$ 810.00	\$610.80	\$408.00

<i>This is the monthly rate for children 2 – 3 years of age in the IT program</i>	<b>5 days/week</b>	<b>4 days/week</b>	<b>3 days/week</b>	<b>2 days/week</b>
<b>Regular Monthly Rate</b>	\$1180.00	\$1024.00	\$ 768.00	\$512.00
<b>Rate with Fee Reduction Initiative</b>	\$ 830	\$744	\$558	\$372.00

## BOOKING ARRANGEMENTS

### Regular Bookings

- Are bookings for one or more regular days each week on an ongoing basis.
- New regular bookings may be scheduled depending on space available
- You will be billed for regularly booked days whether or not your child attends.

### Drop-in (Daycare only)

- Drop-in spaces are subject to availability and may be booked no more than two weeks in advance.

### Cancellation of Drop-in Days

- Drop-in bookings cancelled with less than 24 hours notice are billed in full.

### Preschool Rate

- Children attending Bowen Island Preschool on a day when they have a booking in the Community Daycare will not be charged for Daycare during the time when they are in the Preschool. Their place in the Daycare will be held for them at no charge. Further, the minimum duration of a Daycare booking for a child attending Preschool on the same day is 5 hours, not 6.
- All other terms and conditions apply to children receiving the Preschool Rate.
- Please note that the Preschool Rate applies only on days that a child attends the Centre's Preschool as well as the Daycare on the same day.
- As a benefit to the families who use both services, when the Preschool is closed, daycare users will be charged the regular Preschool rate from September to June as well as when a child is enrolled for a summer camp.

### Closures

- Parents are not invoiced for their child's space on days when the Daycare and Infant Toddler Programs are closed.

### Explanation of Billing Policy

- All BCC programs (with the exception of Family Place) have a limited number of spaces available each day as set out in the terms of its license, which dictates strict staff to children ratios.
- Bowen Children's Centre is a registered charity and non-profit society that strives to maintain the highest standards of care while keeping rates as low as possible for our clients.
- Staff members must be scheduled in advance, based on projected bookings. While we understand that plans change and children are sometimes too unwell to attend the programs, once we have scheduled staff members to accommodate bookings, we cannot cancel them on short notice. Therefore, we must charge for spaces as booked.

### Child Care Tax Credit

- BCC issues tax receipts for all programs (except Family Place) yearly in early Spring (usually at the end of February) that families may use to claim the Child Care Tax Credit. These receipts reflect child care fees paid during the previous calendar year.

### Schedule Changes and Withdrawal from the Program

- Parents who have a regular booking arrangement must give *one month's written notice* in the event that they decide to withdraw their child from the program or reduce the number of days booked. Alternatively, they may pay one month's fees in lieu of notice.

### Vacations

- Parents whose children have been regularly attending the Daycare or IT programs for at least twelve consecutive months are entitled to two weeks' vacation time **at no charge**.
- When parents claim the continuous two weeks' vacation time, the child's space will be held vacant at no charge.
- The two weeks may be claimed annually, so long as 12 months have elapsed since the last eligible period.

- The number of days allowed will be based on the average number of days per week for which the child was enrolled during the previous year.
- This two week allowance is offered once in every 12 month period to permit families to coordinate holiday time without losing their child's regular space.
- Time taken (other than the two week vacation allowance) will be billable.

#### **Withdrawal of Services**

- Bowen Children's Centre reserves the right to withdraw services for non-payment of fees or if, after careful consideration, the staff and board decide that it would be in the best interest of the child or the Centre.

For questions about the Bowen children's Centre Booking Arrangements, please speak with the Program Staff or the Bowen Children's Centre Executive Director.