



## Childcare Fee Policy (Effective June 1<sup>st</sup>, 2025)

At Bissell Centre, we believe in transparency and fairness in all aspects of our childcare services. Our fee policy outlines the costs associated with our programs and sets expectations for payment, refunds, and participation.

### 1. Monthly Fees

Bissell Centre offers a variety of care options to accommodate the diverse needs of families:

- **Full-Time Care** is designed for families needing five full days of childcare per week. This service is offered at a monthly rate of \$220 per child, providing access to our comprehensive, full-day programming.
- **Part-Time Care** is available for families who require childcare two to four days per week. Fees for part-time care are calculated based on the number of days registered each month, at a rate of \$10 per day.
- **Respite Care** is offered to families who may need occasional relief from their caregiving responsibilities. This service is provided once a week at no cost to eligible families, supporting mental health and family stability.
- **Drop-In Care** allows families to access childcare on a one-time or irregular basis. This option is charged at a flat rate of \$10 per day.

### 2. Payment Due Dates

All monthly fees must be paid by the **first business day of each month**. To avoid interruption in care, prompt payment is essential. A **late payment fee of \$10 per day** will be applied for each day payment is delayed. If payment is not received within **7 calendar days**, childcare services may be suspended. Continued non-payment beyond **15 days** will result in termination of your child's registration.

### 3. Additional Fees

Late pickups impact staffing and operations. As such, we enforce the following late pickup fees:

- For children enrolled in **Respite Care**, a fee of **\$2 per minute** will be charged after 4:30 PM.
- For children in **Full-Time and Part-Time Care**, a fee of **\$5 per minute** applies for pickups after 6:00 PM.

Frequent late pickups may result in temporary suspension of childcare services to ensure fairness and consistency for all families.

#### 4. Fee Adjustments

Bissell Centre reserves the right to revise childcare fees to align with current funding thresholds and program sustainability. Families will receive a **minimum of 30 days' written notice** prior to any fee changes taking effect.

#### 5. Refunds and Cancellations

Refunds for monthly fees are only considered when a **written notice of cancellation is provided 30 days in advance**. No refunds will be issued for absences due to illness, vacations, or other personal reasons unless specifically agreed upon in writing with the program manager.

#### 6. Withdrawal of Services

If you choose to withdraw your child from the program, please submit **written notice at least two weeks in advance**. Failure to provide adequate notice may result in additional charges or forfeiture of prepaid fees.

#### 7. Childcare Closures

Our program will be closed during **statutory holidays**, and potentially for organizational retreats, professional development days, and emergency closures. **Fees will not be adjusted or refunded** for these closure days, as operational costs remain in place.

#### 8. Conditions of Enrollment

All families enrolled in Bissell Childcare programs are expected to comply with the policies outlined in this document. Failure to follow these guidelines, including payment timelines and pick-up protocols, may result in immediate termination of your child's participation in the program.



### Childcare Fee Schedule (Effective April 1<sup>st</sup>, 2025)

Age Group	Monthly Fee	GOA Grant Deduction	Bissell Assistance	Parent Portion
Infants (0-11 mo)	\$1,768.00	\$1,441.75	\$106.25	\$220.00
Babies (12-18 mo)	\$1,584.02	\$1,257.77	\$106.25	\$220.00
Toddlers (19 mo-<3 yrs)	\$1,280.68	\$954.43	\$106.25	\$220.00
Preschoolers (3-6 yrs)	\$1,096.93	\$770.68	\$106.25	\$220.00

#### Other Fees

- **Part-Time Care (50-99 hrs):** \$10/day
- **Respite Care (1 day/week):** Free
- **Additional Days (Drop-In Care):** \$10/day
- **Late Pickup Fees:**
  - Respite Care: \$2/minute
  - Full-Time & Part-Time: \$5/minute
- **Late Payment Fee:** \$10/day