

FEES:

Fees must be paid one week in advance to Growing Together Family Resource Centre. Fees can be paid in person to the Financial Supervisor or through a parent drop box.

Payment information:

A receipt will be made for each payment. Payments can be made by cash, cheque (made payable to *Growing Together Family Resource Center*) or email transfer. The W.J. Baird, St Anne's and May Court locations have a debit machine for families wishing to pay in that manner.

Parents will receive a "Statement" of their account every other week in their mailbox or a request can be made to have it emailed directly. If you have trouble reading the codes, please see the Financial Assistant.

The fee sheet is included in this package. Subsidized childcare may be available through the Municipality of Chatham Kent. You can reach Sue Watson at 519-351-1228 ext. 2131

How to complete an e-Transfer

1. When you click on *interact email transfer* and begin the process you will need to set up a recipient email address.

Please use: financial@gtfrc.org

2. Create a password question and response.
3. Add the amount and which bank account you want it withdrawn from, and hit "send".
4. The GTFRC financial assistant will answer the questions and the payment goes directly into GTFRC bank account.
5. GTFRC will then credit your account on our software program and issue a receipt

Note: Your bank may have a service fee attached to this process.

Fees and Scheduling



SCHEDULING:

Weekly option: The schedule may be handed in weekly, but monthly is preferred. Children must attend a minimum of 2x's per week during the year to hold a full enrolled spot. The exceptions are; the week between Christmas and New Years and Vacation time (maximum of 2 weeks/yr).

Part time ELP: This group of children commits to a designated schedule (e.g. Mon/ Wed/Fri, & Tues/Thurs, or 5 days per week).

Deadline: Schedules must be handed/emailed in by Wednesdays at 12:00pm. Late schedules will be charged an administration fee of \$10. (April 2018)



No cancellations after the deadline will receive a credit. Schedules received after the deadline will be processed as received and may be limited to what is available.

Credits for sick days will only be issued on the second booked day. To receive the "sick credit", parents are required to communicate the illness to the supervisor.

Submitting Schedules: Schedules can be emailed through the website www.gtfrc.org ; faxed (519)676-0905 (St A) 519 676 3948 (WJB) 519 352 4736 (May Court) or handed into the parent drop box located at all four site entrances.



WAITING LIST: If space is not available in a program, the child will be placed on a waiting list until (Infant - maternity leave is completed) and in all cases a space is available. The priority is based on the date of being added to the waitlist.

WISH LIST: Parents may choose to use available child care spaces while on the waiting list, with the understanding that the space is not guaranteed. A schedule would be handed in using the same process as above. The difference is that the Scheduling supervisor will email the family the Friday if the space (s) they requested was unavailable. *TIP – this has been successful if the parent has flexible scheduling needs and/or a back up).* The parent will sign a "wish list" contract to show they understand the flexible scheduling option.