

## **FEES:**

Fees must be paid by noon on Thursday for the current weeks scheduled child care. Fees can be paid in person to the Financial Supervisor at our W.J. Baird, Harwich Raleigh, St Anne's and May Court locations, through a parent drop box or on-line through internet e-transfer.

## **Payment information:**

Payments can be made by cash, cheque or e-transfer. Cheques are to be made payable to Growing Together Family Resource Centre. Information regarding how to complete an e-transfer is listed on the back of pamphlet.

Parents will receive a "Statement" of their account every week electronically through email or a request can be made to have a paper copy. If you have any questions with your ledger please contact Val, the Financial Administrator at [financial@gtfrc.org](mailto:financial@gtfrc.org).

The fee sheet is included in this package. Subsidized childcare may be available through the Municipality of Chatham Kent. You can reach Elly McLarty at 519.351.1228 ext. 2157

## **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](mailto:financial@gtfrc.org)
2. Add the amount and which bank account you want it withdrawn from.
3. In the message section include the child's name and child care location.
4. Push the "send" button.
5. The payment goes directly into GTFRC bank account.
6. GTFRC will then credit your account on our software program.

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

# Fees and Scheduling



## **SCHEDULING:**

### **Minimum Requirements**

Parents will commit to a Full-Time or Part-Time space upon enrollment.

A Full-time space in an Infant, Toddler, Preschool and FDK program will consist 5 full days a week.

A Part-Time space in an Infant, Toddler, Preschool and FDK program will consist of 2 full days a week.

School Age minimum requirement is 3 one hour sessions a week or 2 full days during school breaks such as March Break and Summer.

**Deadline:** Schedules must be handed/mailed in by Wednesdays at 12:00pm for the following week. Late schedules will be charged an administration fee of \$10.



Schedules received after the Wednesday at noon deadline, will be processed as received. Space will be given according to availability.

Reimbursement will not be given for cancelled days after the schedule submission deadline.

Parents will be charged full fees for their child's first sick day and will receive a credit for all scheduled consecutive days missed due to illness after. Parents are required to communicate the illness to their centre supervisor to receive a credit.

**Submitting Schedules:** Schedules can be emailed through the child care website at [www.gtfrc.org](http://www.gtfrc.org) or submitted in a calendar format through email or in the parent mailbox. Blank calendars are available to parents at all GTFRC child care entrances for their convenience.

**WAITING LIST:** If space is not available in a program, the child will be placed on a waiting list until a space is available. A set number of full-time and part-time spaces will be available for each age group. 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 on Friday, the week before, if the space they requested is 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. There is a minimum requirement of scheduling 1 day a month with the Wish List.