Family Day Home
Fee Policy

- Parents will be required to pay for their childcare space at the time of booking.
- Families with Subsidy will be required to pay their parent portion at time of booking.
- Parents will be required to fill out a Parent Confirmed Hour Sheet for the next month's booking which must be handed in by the last Wednesday of the current month, along with payment for the days indicated on their Parent Confirmed Hour Sheet for the next month.
- Parents will be required to pay a "Confirmed Hour Sheet Fee" a $100 refundable fee that will be refunded to Parents when the child is no longer in the program if hour sheets have been handed in by the last Wednesday of each month. For each time a confirmed hour sheet is handed in late, $20 will be deducted from the refundable fee.
- If Parents exceed their paid timeslot without notification to the Provider, an additional $5/15 minutes will apply, to be paid upon picking up the child.
- There will be no refunds for cancellation, except in the event of extenuating circumstances. Parents pay for a guaranteed space. Examples of extenuating circumstances may include job loss, death in the family, etc. Those wishing to apply for a refund must submit a written request to the MRCCA Board for review.
- Should there be a need to cancel Providers must be notified.
- If Providers have to cancel for any reason, they will try to provide back-up care. If unable to find back-up care, a refund for that day will be applied to the Parent's account.
- Extra days or hours, not included on Parent Confirmed Hour Sheet, could be available with notice and payment of those days or hours when dropping off the child. This will depend on space availability.
- Short notice spaces will continue to be available with payment made when dropping off the child.
- Monthly billing will not be available.

This means that on the last Wednesday of the month parents will be required to drop off at the office or their Provider's home, a filled out Parent Confirmed Hour Sheet along with payment for those days.

Providers will be instructed not to accept children for the day until they have received the Confirmed Hour Sheet and payment for those children.

04/21/2025

Day Home Fees:

Ages	FDH Rates	Affordability Grant	Parent Fee
Less than 19 months	$1,031.00	$881.00	$326.25
19 months to kindergarten age	$881.00	$554.75	$326.25
Daily Rate	$50.00		$50.00

Parents Confirmed Hour Sheets and payment must be handed in by the last Wednesday of the month.
Minimum hours booked 1 day = 8 - 9 hours. 8 :00 am – 5:00 pm

Non-Sufficient Funds (NSF) Charges

- A $20 will be charged to any NSF /bounced cheques.

Delinquent Fees

- If fees are not paid by the 15th of the month the Parent will be asked to not bring their child/ren to the Providers home until arrangements have been made to bring the account up-to-date.

Change in Hours

- Parents are responsible for letting the Provider know BEFORE the 1st of each month if there will be a change in regular hours.
- Parents are required to fill out the “Parent Confirmed Hour Sheet” and hand it into the Provider by the 1st of each month.
- Parents are also responsible for ensuring that they stay within the paid hours or let the Provider know that they are going to go over the agreed hours.
- If a child is consistently using more than the agreed upon hours the Parent and Provider need to re-evaluate the times and agree upon a schedule that works for both parties.

PLEASE NOTE: No fee adjustment will be credited for hours not used. Parents will be charged the higher fee if actual hours are over their estimate.

Absences and Scheduled Hours

- It is recognized that there are times when children will be unable to attend on regularly scheduled days. However, the Family Day Home Program cannot hold empty spaces when other children are on a waiting list.
- Parents will be required to fill out Parent Confirmed Hour Sheets at the beginning of each month and will be responsible for payment of those days.
- There will be no refunds for cancellation, except in extenuating circumstances, i.e. loss of job, death in the family, where the Parent may request a refund in writing to the Board who will make the decision.

Late Fee Surcharge

- If your child/ren remain at the Day Home after the agreed upon pick up time, a surcharge will be levied. The charge shall be five dollars ($5.00) per child for every fifteen minutes or portion thereof.

Rate Change

- Parents/guardians will receive one-month notice of any upcoming rate increases.

Receipts

- Childcare fees are tax deductible and official receipts will be issued at the end of the calendar year for all payments.