

OUT OF SCHOOL CARE PROGRAM

BOOKING and CANCELLATION POLICY 2022/2023

- The cost of care fees for 2022/2023 school year:
 - \$8/hr/child
 - \$40/ 9 hr day/child. Any time over 9 hours will be charged the hourly rate
 - \$10/hr per child for mornings.
 - Parents will be required to pay a “Confirmed Hour Sheet Fee”. \$100, deposit that will be refunded to Parents at the end of the school year if hour sheets have been handed in by the last Friday of each month. For each time a confirmed hour sheet is handed in late, \$20 would be deducted from the refundable fee.
- Parents will be required to pay for their childcare space at the time of booking.
- ***Parents will be charged a minimum of one hour.***
- Families with Subsidy will be required to pay their parent portion at time of booking.
- Every fall a registration day will be held before start-up for the year. Application forms can be accessed on the Manning Regional Child Care website:
www.mrcca.net
- 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 Friday of the same month, along with payment for the days indicated on their Parent Confirmed Hour Sheet.
- It is **imperative** that staff know each day and specifically at the beginning of each month, the numbers of children for planning of activities, staffing, snacks and who they are picking up at the schools.
- Parents will be required to pay a “Confirmed Hour Sheet Fee”. \$100, refundable fee that will be refunded to Parents at the end of the school year if hour sheets had been handed in by the last Friday of each month. For each time a confirmed hour sheet was handed in late, \$20 would be deducted from the refundable fee.
- No children will be picked up from the schools at the beginning of each month, until the staff has physically received the Confirmed Hour Sheet and payment.
- Last minute text messages or phone calls will not be accepted as confirmation.

- Changes during the month are acceptable as long as staff is contacted and arrangements agreed upon.
- All outstanding fees will have to be paid in May before acceptance of June confirmed hour sheets.
- If Parents exceed their paid timeslot without notification to staff, an additional \$5/15 minutes will apply, to be paid upon picking up child.
- There will be no refunds for cancellation, *except in the event of extenuating circumstances. 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; staff must be notified in order to maintain child/staff ratios. The space may be transferred to another child, but this would be an arrangement between families; the Out of School Care Program will not be involved in any monetary transactions. If families are interested they can join a "Space Transfer List".
- Families would be asked to sign a Space Transfer List Waiver if they wish to let their names be released for this exchange program.
- Extra days or hours, not included on Parent Confirmed Hour Sheet, could be available with notice and payment of those days or hours.

Short notice spaces will continue to be available with payment made when picking up the child.