

# Exploring the Puddle

Early Learning Centre

**Policy 17.0**

## **ADDITIONAL FEES**

Please be aware of the following fees that may apply

Procedure:.

1. A \$100.00 Registration fee is required upon completion of registration papers.
2. Classroom Essentials Fee – due upon registration of a program. If already attending a program, the fee is due annually every September.
3. Late Fees
  - a. You will be notified through email or in person if your fees have not been paid within 5 days of the 1<sup>st</sup> of the month.
  - b. There will be a 2.5% interest charge on all overdue fees after 10 business days unless a prearranged agreement has been made with staff.
  - c. There will be a \$20 charge for bounced checks or non-sufficient funds.
    - i. If fees are not paid after 15 business days, your child's seat will be unavailable to you. It will be under the manager's discretion whether or not your seat will be terminated after meeting with the family to try and help rectify the situation

Last Update: March 2013