

# Exploring the Puddle

Early Learning Centre

**Policy 24.0**

## **Repayment Agreement**

With fees due in advance, there may be refunds available under the following circumstances.

Procedure:

1. If a child is ill in the excess of 2 days, repayment will be available to the family. A doctors note may be required for repayment. No refund will be given for illness lasting 2 days or shorter.
2. If a staff illness or staff emergency situation causing closure lasts longer than 1 day where the program has to be closed families will be reimbursed for missed days.
3. Staff vacation will not be charged on monthly invoices.
4. Due to the manner in which childcare subsidies are paid out by the province, **parents are required to pay their fees for the first and last month of care in full**, until receipt of your subsidy approval. Upon receipt of subsidy payments your account will be credited and the next month's invoice will reflect the applied subsidy amount.
5. Emergency situations causing centre closures will be reimbursed

Last Update: March 2013