

## FEES & ABSENCES

Kootenay Preschools endeavors to create a positive, safe and fair learning environment for children, families and staff. The following guidelines encourage structure and courtesy for everyone. If more information is required, or for unusual circumstances, please contact the accounting department at [accounting@chekabc.ca](mailto:accounting@chekabc.ca) for clarification.

- I have received a copy of Kootenay Preschools Fee Schedule and agree to the terms of payments in advance and in full at the beginning of each month. Post dated cheques, pre authorized debit and credit card payments are available.
- Payment statements are issued regularly. Fees that are not paid within 30 days may result in a forfeit of the child's space in the program unless a repayment plan is negotiated with the accounting department of the Society.
- If a child begins after the first week of the month, a prorated fee for the remainder of the month can be considered. If a child begins during a week that is the end of the month, the fee will only be charged to the new month. ie if April 30 and May 2 are the same week, only the month of May will be charged.
- In the event of my child's absence due to illness, play dates or weather, I understand I am still responsible for full payment unless 2 weeks advance notice is given.
- Parents are asked to inform Kootenay Preschools if their child will be absent from their scheduled day due to illness, etc., as a common courtesy to staff and other families.
- If there is a delay by parents picking up child(ren) after the agreed time, a late charge of \$5.00 per 5 minutes increment or part thereof will be charged.
- Should the preschool need to close due to unforeseen circumstances such as poor weather, power outage, staff illness etc, for more than 3 consecutive days or a week's worth of classes, (whichever is more), refunds for school fees will be made.
- I agree to give thirty (30) days written notice when my child(ren) is being withdrawn from the program. An agreed upon fee of one month's fee may be submitted in lieu of notice.
- Kootenay Preschools agrees to hold your child's space for a maximum of 2 weeks per year provided we have been given a minimum 2 weeks written notice. Please note that this includes, but is not limited to, absences due to vacations/holidays. If your child is away for longer than 2 weeks, their spot is not guaranteed and a re-enrollment fee of \$25 will be charged.

