

## **Tree of Life Playschool Fee, Refund and Withdrawal Policies in response to Covid19**

### **FEES**

Fees are due in full on the first of each month of care. If fees are not paid on the first of the month parents will be given a reminder. If fees are not paid by the following week of that month a \$50 later fee will be charged. If fees are not paid by the 15th of the month without consulting with the manager there is possibility that childcare will be terminated.

#### Monthly Fees:

5 days a week \$840 - July and August  
3 days a week \$600 - June only

**NEW** - currently there are no 1 or 2 days spaces available

Note - September fees will not increase but part time options are to be determined

**New** - Fees no longer cover the cost of the well balanced organic snacks. All food must be supplies including morning, afternoon snacks as well as lunch. Full water bottles must be sent each day

**NEW** - Fees will not increase or decrease due to Covid10

There is also a \$100 fee per month for those who choose to send their children before age three and for those that are still potty training. It is a surprisingly large amount of added work that staff will need to take on to properly support your child in this developmental phase. If you choose to do half days to transition them slowly before they are three and work on potty training at home in the afternoons while they are still potty training then there will not be an added fee. This will be determined on a child to child basis.

Drop in availability will be considered on an individual basis and the fee is \$60 per day and includes all snacks, and is to be paid on the day of care unless other wise determined.

A one time Supply Fee for artistic materials is \$175 for 5 days, \$150 for 4 days, \$125 for 3 days, 100 for 2 days and \$75 for one. These fees are due beginning of August.

### **REFUNDS**

- Refunds are not given unless there are extreme circumstances that prevent a child from participating in Tree of Life Nature School. Tree of Life Nature School reserves the right to determine and assess these circumstances on a case by case basis.
- If a refund is issued, it will be subject to a \$25 administrative fee.

- Refunds will not be given if a day's program must be cancelled due to inclement weather.
- A full refund will be given in the event that a program is cancelled due to insufficient registration.
- Any person who leaves during the middle of a program due to illness, injury, expulsion, or any other reason will not be refunded a one month portion of the program fees the same as a withdrawal.

**NEW** - If children stay home due to symptoms that are outlined in the NEW Health and Wellness Policy in response to Covid19 parents understand that fees will not be refunded.

**NEW** - If the facility closes due to Covid19 on or before the 15th half of the months fees will be refunded.

**NEW** - If Parents withdraw due to Covid19 they will need to give two weeks notice. On the 1st of the month or the 30th. Fees will not be charged after this and their place will be available for them to return to with two weeks notice on the 15th or the 30th of the Month.

## **WITHDRAWAL/TERMINATION**

At least one month written notice is required for withdrawal of your child from Tree of Life Nature School. If withdrawal is immediate, parents are responsible for payment of one month fee in lieu of notice. The centre reserves the right to terminate service at any time at the centre's sole discretion and fees for the month of termination will not be reimbursed.

## **ORIENTATION AND GRADUAL ENTRY**

It is very important that you and your child feel comfortable At Playschool. It takes time to build trust in a new and unfamiliar setting. It may be necessary for your child to begin with half days or a shorter week depending on the child and the parents schedule. This can be assessed and determined on an individual basis but often for those who have not been in care before or are under three this is encouraged. We also encourage you, to spend some time in the program with your child the first few weeks to ease this transition. It is an opportunity for you to learn about the routines of the program and become acquainted with the caregivers that will be with your child.

## **PROBATIONARY PERIOD**

The first month of care is considered probationary, during which either the parent or the childcare provider may decide to terminate care. After the first month of care both the parent and the caregiver are required to give one calendar months notice to terminate care.

## **WELLNESS/ILLNESS POLICY**

**NEW** - please see new Health and Wellness Policy in a response to Covid19

It is my policy to assess a child's health as soon as they arrive for the day. My childcare wellness/illness policy is structured to include procedures for management of illness and exclusion of children from care to protect the general health of them and those at the facility. As a caregiver I am responsible for the protection of all children in my care and must consider the implication illness has on other children, on my own health as well as the sick child.

In the event of my own illness I will have my co-teacher take the lead teaching role to maintain the daily schedule with the children. In the event that neither of us can provide care the Tree of Life Play School will close for the day, and fees for this closure will be reduced from the following month's fees.

If a child is absent from a regularly scheduled childcare day the parent is responsible for the day's fees in order to hold the child's spot. If a child is absent due to a communicable disease the caregiver reserves the right to request a doctor's note be submitted prior to the child returning to care.

If a child is diagnosed with a serious illness or if there is an instance of contagious disease in the family the parent(s)/guardian(s) must notify the facility within 24 hours.

**See NEW Health and Wellness Policies**

## **IMMUNIZATION RECORDS**

A copy of the child's immunization record must also accompany the registration form and contract. If the parents have chosen not to immunize, then a letter stating that choice must be submitted instead. It must be stated that should an outbreak of a communicable disease occur within the centre, licensing requires the child to stay away a period of time.

## **ADMINISTRATION OF MEDICATION**

I will administer prescription medication as per the permission form signed and filled out by the parents. The medicine will be appropriately stored in a child proof locked container in the refrigerator or in the cupboard above the refrigerator. I will not administer Tylenol or other fever reducing medication. If a child requires such medication they need to be kept home from care.