



# SKA:NA FAMILY LEARNING CENTRE

## APPENDIX E

### *Hanna Memorial P.S*

369 Maria St.  
Sarnia, ON  
N7T 4T7

(226) 886 - 3500

REVISED 11-2022

[www.skanaflc.com](http://www.skanaflc.com)

# Child Care Operations Policy

## Licensed Spaces:

27 Primary/Junior School Age (68 mos. up to 13 yrs.)

## Hours of Operation:

Monday through Friday

Building Hours: 6:00 am – 6:00 pm

Program Hours: 7:00 am – 5:30 pm

## DESIGNATED SHELTER AREAS

The designated place of evacuation for SFLC Students at Hanna Memorial P.S. is:

- Students and staff at Hanna Memorial P.S. follow the guidelines and direction of the School Safety Officer. SFLC students will be brought to the LF Campus at 295 Essex Street, Sarnia.
- In the event of an **area** evacuation, students at the Hanna Site will proceed to the School Board designated evacuation site where LF students will join them

## Emergency Evacuation for Programs In Publicly Funded Schools

SFLC operates as a third-party provider in publicly funded schools and follows the schools' emergency evacuation procedures.

- These procedures are adopted and in the child care supervisor's binder at each location.
- Staff working at these locations are orientated and follow the school's emergency evacuation policy.
- The supervisor at these locations must notify the Executive Director and/or designate when an emergency has taken place to determine the role of SFLC in supporting families and children.
- The Emergency Recovery Procedure is to be implemented in all cases of emergency.

## Parking

Parents are encouraged to use the school parking lot to pick up and drop off children, as signing children in and out is required. Parking on the street is limited and during school hours can be difficult to manage.

## Fee Structure and Payment Policy

### Daily Rates

Fee structure as follows:

ROOM	Full Day	Half Day
<i>JK/SK (Senior PS)</i>	\$41.20	\$30.00
<i>Before &amp; After</i>	\$20.00	-
<i>Before or After</i>	-	\$11.00

Half day base rate includes one meal and snack per day, supervision, and care of child.

Full day base rate includes two meals and snacks per day, supervision, and care of child.

Parents will pay all days stated in the agreement as scheduled, including statutory holidays, closures for unforeseen circumstances, child illness and/or absences, etc. Parents are required to fulfill the obligation of subsidy contracts regarding attendance; use available sick/absent days; submit required documents to maintain subsidy; report any changes in circumstances etc.

Full Fee parents may schedule their contracted days and are able to change their schedule at with no penalty with 48 hours notice.

## **Non-Base Fees & Payments**

Registration fee of \$100.00 includes the charge for key fobs. Currently, additional key fobs are \$20.00 each. The registration fee is refundable only if SFLC is unable to place student, parent cancelling registration or withdrawal of student does not allow for refund. Key fobs are non-refundable.

The Administration Fee for these credit card charges will be per charge: \$10 for charges between \$0 - \$499.99; \$20 for charges \$500 - \$999.99 and \$30 for \$1000+. These are only for charges for which the credit card is **not present**, and charges must be processed through the system. The Administration fee applies to each credit card payment on the account.

Direct Debit and credit began May 1, 2019. There will be no other dates available for pre-payments. For credit card processing only - if the 1<sup>st</sup> or 20<sup>th</sup> of the month falls on a weekend or holiday, the payment will be processed on the first business day on our return to work.

## **Returned Payments**

All returned payments may be subject to a \$25 service charge. Any direct debit payment returned must be paid by debit or credit at the child care centre before the next payment is due. Example: if the payment for the 1<sup>st</sup> is returned, it must be paid prior to the 20<sup>th</sup> of the month. Two consecutive returned payments will result in the voluntary withdrawal of the child(ren) from the Child Care Centre.

## **Subsidized Child Care Program Rates:**

Application is made directly to the Children's Services of Lambton County and the fee subsidy rate is determined by the municipality based on family income and communicated in the subsidy contract. Canada-Wide Early Learning and Child Care subsidy will be applied to the Base Rate based on the provincially mandated formula. All contracts are written with SFLC base rates and any subsidies, government or private, are applied at time of invoicing.

## **Child Care Services Payment**

Child care payments must be made by Pre-authorized Payment Plan, cheques, E-transfer (email transfers) or Debit/Credit Card to Ska:na Family Learning Centre on or before the 1<sup>st</sup> and 20<sup>th</sup> day of each month. SFLC has committed to maintaining child care rates for our parents, therefore, in order to allow this, the extra expense will be levied in an Administration Fee to those choosing to use credit cards.

## **Receipts**

Regular receipts will be issued for "cash" and debit / credit machine payments. Cheques, pre-authorized payments, or E-transfers are receipts unto themselves.



## **Annual Tax Receipts**

Annual tax receipts for total child care services will be issued by February 28<sup>th</sup> to accounts in good-standing and these receipts will reflect all payments made by December 31<sup>st</sup> of the previous year. Families will be given the opportunity to put their accounts in good standing to receive their tax receipts before April 30<sup>th</sup>.

