



SKA:NA FAMILY LEARNING CENTRE

APPENDIX E

Hanna Memorial P.S

369 Maria St.
Sarnia, ON
N7T 4T7

(226) 886 - 3500

REVISED 09-2023

www.skanaflc.com

Child Care Operations Policy

Licensed Spaces:

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

Hours of Operation:

Monday to 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:

- SFLC at Hanna Memorial P.S. follows 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 in the child care supervisor's binder at each location.
- Staff are orientated and follow the school's emergency evacuation policy.
- The supervisor at these locations must notify the Child Care Director when an emergency has occurred to determine the role of SFLC in supporting families.
- 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 & After</i>	\$20.00	-
<i>Before or After</i>	-	\$11.00

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

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

Parents will pay all days stated in the contract and as scheduled on their calendar, including statutory holidays, child illness and/or absences over and above subsidized absence allotments, etc.

Parents are required to fulfill the obligation of subsidy contracts regarding attendance; use available absent days allotted by their municipality; submit required documents to maintain subsidy; report any changes in circumstances etc.

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 1st or 20th 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 1st is returned, it must be paid prior to the 20th 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 1st and 20th 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 28th to accounts in good-standing and these receipts will reflect all payments made by December 31st of the previous year. Families will be given the opportunity to put their accounts in good standing to receive their tax receipts before April 30th.